

MANUAL: Facilities Services
TITLE: Lowes – Procedure
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

POLICY NO: FS-PR-3.09
PROC. NO: 3.09
ORIG. DATE: 08/04/2015
EFF. DATE: 08/04/2015

SCOPE

Lowes is a contracted vendor for the College. Purchases can be made using Pcards or PO's at any Lowes location.

The provisions of this document apply to all SJCD personnel responsible for the Facilities Services and the usage thereof.

DEFINITIONS

Pcard – Purchasing Card can be used at the normal check-out lines.

PO – Purchase order used when requesting or ordering items

The Exchange – San Jacinto College website where Purchasing Forms can be found

ROLES AND RESPONSIBILITIES

Contractor's Desk – Responsible for **only** accepting PO's from employees listed on the authorized purchasers list.

Facilities Employees - Responsible for providing valid ID and PO#.

PROCEDURES

I. Purchasing

- A. If making a purchase with a PO, the following information is needed at the checkout.
 - i. Provide ID
 - ii. Show Lowes TCPN Card for discount (also with P-card card)
 - iii. Have SJC PO#

B. Purchasing with you P-card

MANUAL: Facilities Services
TITLE: Lowes – Procedure
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

POLICY NO: FS-PR-3.09
PROC. NO: 3.09
ORIG. DATE: 08/04/2015
EFF. DATE: 08/04/2015

- i. You may go to any checkout but you must show the TCPN card for the college discount.

For the full list of SJC authorized buyers at Lowes, refer to the Maintenance Office Procedures binder at the Control Desk.

- C. If you do not have a PO, a requisition must be entered. A requisition must include the following information whether it is in Document Text or in the Commodity/Accounting Screen line item area
 - i. Who? Who provided the quote and from whom are we procuring the goods/services?
 - ii. What? Clearly state what is being procured.
 - iii. Where? Where is the service to be performed or where are the goods to be delivered and to whom?
 - iv. When? When is the product to be delivered or service to begin and/or end?
 - v. Why? What is the purpose of purchase, ex. Special program, supplies, repair, new purchase, etc.?
- D. Reminder: The College is exempt from State of Texas sales tax. Make sure to carry a **tax exemption** form with you. This form can be found on The Exchange.

II. SUPPLEMENTARY LINKS OR DOCUMENTS

- A. The Exchange
 - i. Accessible link for reference
 - a. (Double click link or copy in your web browser)
 1. <http://internal.sanjac.edu/node/5902>
- B. Purchasing Handbook
 - i. Accessible link for reference
 - a. (Double click link or copy in your web browser)
 1. <http://internal.sanjac.edu/sites/default/files/226/Purchasing%20HANDBOOK%20Rev.%2010.20.16.pdf>
- C. Sales Tax Exemption Form
 - i. Accessible link for reference
 - a. (Double click link or copy in your web browser)

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services
TITLE: Lowes – Procedure
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

POLICY NO: FS-PR-3.09
PROC. NO: 3.09
ORIG. DATE: 08/04/2015
EFF. DATE: 08/04/2015

1. <http://internal.sanjac.edu/sites/default/files/226/Sales%20Tax%20Exemption%20Certificate%202.2016.pdf>

D. SJC Home Depot Authorized Buyers and Lowes

- i. For the full list of authorized buyers at Lowes, refer to the Maintenance Office Procedures binder at the Control Desk.