

**From:** [Perrin, Becky](#)  
**To:** [Budget Bookkeepers](#)  
**Cc:** [School Principals](#); [Department Heads](#); [Ferrari, Tina](#)  
**Subject:** Lowe's Contract Now Available  
**Date:** Friday, January 20, 2017 12:00:39 PM

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Lowe's purchases can now be made through national cooperative contract #R142104. The contract provides a minimum of a 5% discount at the time of purchase with no minimum order required.

To take advantage of the contract pricing there are two ways to purchase, walk-in or purchase order.

- **Walk-in**  
Simply present your Government Contract Savings Card during check out at one (1) of the three (3) Lowe's stores in our local area.
  
- **Purchase Order**
  1. Contact the Service Pro Specialist at the store you wish to purchase from (see list below).
  2. Provide the Service Pro Specialist with the contract number (R142104) and the bar code number off the Government Contract Savings Card.
  3. Request a quote for the items you wish to purchase
  4. Enter your requisition using the quote provided to you by the Service Pro Specialist
  5. All requisitions must contain the school/dept. contact name/email address and/or phone number
  6. All requisitions must contain instructions to email the po to the Service Pro Specialist and to the issuing school/dept.
  7. The Service Pro Specialist will contact the contact person with a pick-up date
  8. Person picking up order must present a copy of the signed po to the Service Pro Specialist
  9. Lowe's will mail all invoices to our Accounts Payable Department for payment

Service Pro Specialists Contact Information:

Crestview Lowe's #1782  
Laura Patterson  
[Laura.m.patterson@store.lowes.com](mailto:Laura.m.patterson@store.lowes.com)  
Phone: 850-423-7428  
Fax: 850-423-7409

Destin Lowe's #3166  
Roxana Peoples or Michelle Kay  
[Roxana.peoples@store.lowes.com](mailto:Roxana.peoples@store.lowes.com) or [michelle.m.kay@store.lowes.com](mailto:michelle.m.kay@store.lowes.com)

Phone: 850-269-7040 ask for Pro Desk/ext. 4008  
Fax: 850-269-7043

Fort Walton Beach Lowe's #479  
Steven Henson or Mark Anderson  
[Steven.b.henson@store.lowes.com](mailto:Steven.b.henson@store.lowes.com) or [mark.anderson-3@store.lowes.com](mailto:mark.anderson-3@store.lowes.com)  
Phone: 850-374-9022  
Fax: 850-863-3101

One (1) Government Contract Savings Card will be sent through the courier to the Bookkeeper of each school/department. All Lowe's vendor profiles in the AS400 have been hard coded with the appropriate contract information.

Feel free to contact me anytime should you have questions or concerns.

Thank you,

A handwritten signature in black ink that reads "Becky Perrin". The signature is written in a cursive, flowing style.

Becky Perrin, FCCM  
Buyer, Purchasing Department  
Okaloosa County School District  
120 Lowery Place S.E.  
Fort Walton Beach, FL 32548  
Direct: (850) 833-5843  
Office: (850) 833-7668  
Fax: (850) 833-6327

\*Member of the Central Gulf Coast Chapter of NIGP\*