

## Perrin, Becky

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**From:** Perrin, Becky  
**Sent:** Friday, April 28, 2023 12:46 PM  
**To:** OCSD - Budget Bookkeepers  
**Cc:** Bolton, Steve  
**Subject:** Update to District Lowe's Account

**Importance:** High

Hello,

Beginning Monday, May 1<sup>st</sup> Lowe's is moving to an annual rebate-only option. Lowe's key fobs will no longer be required or accepted at checkout. Discounts through OMNIA Contract #R192006 will not be reflected on sales receipts, instead a discount of up to 7% will be received through annual rebate for all in-store purchases. Annual rebates are based on a tiered spend threshold for purchases made from January through December, and will be paid to the district each March.

**Just a reminder. Lowe's online accounts are prohibited. any school/department that currently has an online account are asked to cancel.**

There are two purchasing options.

**In-Store:**

Present a district p-card during check out.

**District Purchase Orders:**

- Contact the Service Pro-Desk Specialist at any Lowe's and request a quote (**quote must include OMNIA contract #R192006**)
- Enter a requisition and request that the po and quote be emailed to the Pro-Desk Specialist who provided the quote
- All requisitions must reference quote number and contain contact name and email address
- The school/dept is responsible for order pick-up; however, for an additional fee your order can be delivered. Discuss with your Pro-Desk Specialist
- Lowe's will mail invoices directly to our Accounts Payable Department for payment

Let me know if you have any questions.



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