

From: Perrin, Becky

Sent: Tuesday, February 23, 2021 1:20 PM

To: OCSD - Budget Bookkeepers <OCSD-BudgetBookkeepers@OkaloosaSchools.onmicrosoft.com>

Subject: New Lowe's Contract

Lowe's was recently awarded a new contract #R192006 for Maintenance, Repair and Operations (MRO) Supplies & Related Services through OMNIA and effective through March 31, 2023. To take advantage of contract pricing there are two purchasing options, Walk-In or Purchase Order.

Walk-In:

Present a key fob and district purchasing card (district or internal) at check out at any one of the three Lowe's stores in our local area to receive a 7% discount. **Key fobs issued in 2017 remain active and have been tied to the new contract.**

Purchase Order:

- Contact the Service Pro Specialist Desk at any one of the three local stores in our local area to request a quote (**quote must include contract number R192006**)
- **Provide the Specialist with the bar code number off the back of the key fob for a 7% discount**

NOTE: For an additional \$20 fee your order can be delivered. Or for faster service the order can be picked up by presenting a copy of the district po

- Enter a requisition and request that the po and quote be emailed to the Specialist who provided the quote
- All requisitions must reference quote number and contain contact name, email address and/or phone number
- Lowe's will mail all invoices to our Accounts Payable Department for payment

***Please note that online purchases are prohibited.**

Let me know if you have any questions or require additional key fobs.

Take care,



District Direct Dial: 65843

Direct Extension: (850) 833-5843

Purchasing Department: (850) 833-7668

Fax: (850) 833-6327

Email: perrinb@okaloosaschools.com