

Frequently Used Vendors

1. **Amazon-** Make sure you process quickly, Amazon price is only guaranteed for 5 days including Saturday and Sunday.
2. **(Currently not using) Costco-** Must have approved PO and PfISD ID with you at time of purchase. **(Cannot do online ordering)**
3. **Apple – V#3268 for all purchases. V#7879 to be used for iTunes vouchers or can use V#3268. (Do not use V#3272 – Apple Store (in The Domain) - not on DIR Contract.)**
4. **Barnes & Noble-** Use PO- email: Ashleigh Banks<abanks@bn.com> Call store #7875, if items need to be ordered they order them for us. Remember to leave contact information for orders to be picked-up. Note: B&N online ordering link is coming from Ashleigh, soon.
5. **Best Buy –**
Two Vendors:
09292-**Unapproved**- Local store for purchases under \$50 **only**.
Will not accept PO's.
09299- BestBuy.gov – Approved through a government Co-op.
Must call 612-292-0268 or email: Jeremy at
Jeremy.como@bestbuy.com for quote. Enter PO then contact Torey again with PO # and where you would like to make pick up. Orders can also be delivered to your campus.
6. **Dell-** V#18163 Dell Marketing- Use for all purchases- all PO's must reference an e-quote number which is acquired through the DellPremier Website. Please see your bookkeeper for further information.
7. **HEB – V#10245 - Enter a Blanket PO P-card to HEB **use yourcampus MASTERCARD** and carry a tax exemption form. **Do not use HEB card.****
8. **Home Depot –** Three vendor numbers. Each campus has a card. Please use the number that corresponds with your campus card as listed below:
V#29402 – for cards ending in0599
V#29398 – for cards ending in4098
V#29399 – for cards ending in4106
Check with your bookkeeper if you are unsure of which to use.

9. **Hobby Lobby** - Enter a Blanket PO P-card to Hobby Lobby **use your campus MASTERCARD** and carry a tax exempt form.

10. **Office Depot is now ODP** – You can order online with an approved PO; but, **all online orders must be over \$50.00.**

No more Office Depot cards... If you are going to the store you need **your campus MASTERCARD** and Blanket PO P-card. (A PO is not required under \$50.00; but, need per-authorization form to attach to your credit card transaction with the receipt in Skyward.)

11. **SAMS** - No SAMS card memberships provided by ADMIN

a. **Option 1:** Blanket PO P-Card SAMS **use your campusMASTERCARD** / you must use your own personal 'MEMBERSHIP' / carry a tax exempt form

b. **Option 2:** Campuses can choose to purchase a SAMSmembership for their campus.

12. **Target** – Not approved and will no longer accept Purchase Orders.

13. **Walmart**- Not approved- Purchases over \$3,500.00 may require quotes. Enter a Blanket PO P-card to Walmart **use your campusMASTERCARD** and carry a tax exempt form. **Cannot use online ordering with Walmart.com.**