

## **Frequently Used Vendors**

1. **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) - Don't use on DIR Contract.
2. **Barnes & Noble**- Use PO- 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. Call Aaron Hancock (512)600-0088 or email at [crm2009@bn.com](mailto:crm2009@bn.com) , he will get you correct quote. **Do not use Barnes & Noble on-line.**
3. **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 Fax: 952-430-6215 or email:  
Jeremy at [Jeremy.Como@bestbuy.gov](mailto:Jeremy.Como@bestbuy.gov) for quote. Enter PO then contact Jeremy again with PO # and what store. You can have it delivered or pick –up.
4. **Dell**- V#18163 Dell Marketing- Use for all purchases- all PO's must reference an e-quote number which are acquired through the Dell Premier Website. Please see your bookkeeper for further information.
5. **HEB** – you can do an open PO-Take HEB card and if the PO is more than \$50 you must take both the PO and HEB card. Use the following vendor # & acct. # for HEB:  
V#10245 - #10056948000 –
6. **Home Depot** – Each campus has a card. Use vendor #29402
7. **Hobby Lobby** –. Cards are at Account Payable Department, and you need to take card and PO to the store to make a purchase.
8. **Office Depot** – You can order online, but **all on line orders must be over \$50.00**. Each campus has a card. If you are going to the store you need campus card and PO. (PO not required under \$50.00, but need pre-authorization form to send to finance w/receipt & voucher)

9. **Sam's** – Prefer no open PO's, as some items may require different account codes or tech support.

**V#52647-** #0402270991326

**V#52597-**#0402192166023

**V#52598-**#0402244029815

10. **Target** – **Not approved –Target no longer accepts PO's.**

11. **Walmart** – Not approved- Purchases over \$3,500.00 may require quotes. Must have PO and must go to service desk and set up an account for every person that makes a purchase. **Cannot use online ordering with Walmart.com.**