



**Cerita Butler, Director
Procurement Services**

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November 14, 2014

To: APECS Requestors

From: Cerita Butler, Director, Procurement Services

CC: Chief Hitesh
Shirley Page, Accounts Payable Manager

Subject: Vendors who do not accept purchase orders

The following vendors do not accept purchase orders:

- Amazon
- Costco
- Kroger
- Sam's
- Walmart

If you wish to use the vendors mentioned above, you may pay for items \$499.99 or less and request direct reimbursement through Accounts Payables. The District does not reimburse expenses related to sales tax.

Please note that Shelby County Board of Education Policy #2006 - Purchasing Authority, states that any purchases over five hundred dollars (\$500.00) shall be by purchase order, except for an emergency order, which shall be documented and pre-approved by the Director of Purchasing or the Superintendent's designee.

Should you need assistance please contact Wendy Partee via email, parteews@scsk12.org.

Thank you.