

**Cerita Butler, Interim Director**

**Procurement Services**

160 South Hollywood Street• Room 126 • Memphis, TN 38112 • (901) 416-5376 • Email: procurementservices@scsk12.org

July 13, 2017

To: APECS Requestors

From: Cerita Butler, Interim Director, Procurement Services

CC: Beth Phalen, Chief of Business Ops

 Sheila Gaston, Accounts Payable Manager

Subject: Vendors who do not accept purchase orders

The following vendors do not accept purchase orders:

* Walmart
* Costco
* Kroger
* Sam’s
* Home Depot
* Lowe’s (**only** location on Perkins accepts POs)

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 procurementservices@scsk12.org

Thank you.