

**Lowe's  
Vendor# 7357  
State Contract MA758-2200000715  
BID 1077  
CC# 4600075-2012343  
4600649-1717030 (delivery if any)**

**Please add a general note stating contact name and phone number for the person handling the delivery to your location or picking up the order in-store (be sure to click Print on PO).**

**\*\*\* IF THIS ISN'T DONE YOUR REQ WILL BE REJECTED\*\*\***

Go to Lowes.com and search for needed item(s). Be sure to look for items available in the store you are going to purchase from.

JCPS receives a 5% discount off internet price which should be reflected on your requisition. Enter a Munis requisition with above required information and Lowe's Item# with brief description on each line item.

Select the correct Lowe's address under "PO mailing"- info below:

**Bashford Manor (1)  
Preston (2)  
Dixie (3)  
Norton Commons (4)  
Hurstbourne (5)  
Shelbyville (13)**

If any questions, contact Tammy Mattingly in Purchasing  
400-3696

**Note: See next page for appliance purchasing information.**

## Appliance Purchases

**Please add a general note stating contact name and phone number for the person handling the delivery to your location (be sure to click Print on PO).**

**\*\* INCLUDE QUOTE/PROJECT NUMBER \*\***

**\*\*\* IF THIS ISN'T DONE YOUR REQ WILL BE REJECTED\*\*\***

Include a general note where appliance is being installed (i.e. teacher's lounge, classroom, kitchen, etc.) and who will be using appliance (students, staff, or both). If free delivery or pick up, state this here. Note: This doesn't need to be Print on PO.

You can look online at Lowes.com for appliances. Be sure to look for items available in the store you are going to purchase from.

After you have picked out the appliance(s) you need to purchase, please request a quote from the store so they can confirm pricing and stock (see below for contact information).

**Vendor# 7357** (be sure to select the correct Lowes address under "PO mailing"- info below) :

**Bashford Manor (1)** - 238-5273 ask for Richard Read in ProSales

Request a quote from [richard.read@store.lowes.com](mailto:richard.read@store.lowes.com)

**Preston (2)** - 962-2419 ask for Robert Breshear

Request a quote from [robert.w.breshear@store.lowes.com](mailto:robert.w.breshear@store.lowes.com)

**Dixie (3)** - 271-1409 ask for David Wisehart

Request quote from [david.w.wisehart@store.lowes.com](mailto:david.w.wisehart@store.lowes.com)

**Norton Commons (4)** - 420-1452 ask for James Krampe

Request a quote from [james.krampe@store.lowes.com](mailto:james.krampe@store.lowes.com)

**Hurstbourne (5)** - 394-3996 ask for Christopher Snead

Request a quote from [christopher.n.snead@store.lowes.com](mailto:christopher.n.snead@store.lowes.com)

**Shelbyville (13)** - 844-2748 ask for Elizabeth in ProSales

Request a quote from [elizabeth.j.mattingly@store.lowes.com](mailto:elizabeth.j.mattingly@store.lowes.com)

When ordering a washer and/or dryer, be sure to get cost of new washer hoses and/or dryer vent hose (not included, but needed for installation). Lowes will not hook up new machines to old hoses. If dryer is electric, also get price for new 220v dryer plug (there are two types 3 prong or 4 prong).

If dryer is gas, get a price for new gas line install kit.

If you need the old/broken appliance(s) hauled off, they typically charge \$20 for that service and you will have to ask them to add that to the quote and create an additional line item on your req using the same CC# above.

Appliances must use Object code 0739 in Munis

**DO NOT ADD 5% DISCOUNT IN THE DISCOUNT FIELD OF APPLIANCE REQS AS THIS IS INCLUDED IN THE QUOTED PRICE.**