

The Home Depot User Information



The City of Round Rock has contracted with The Home Depot through the U.S. Communities Cooperative Contract No. 16154, City Contract No. R-2022-093 for the purchase of hardware, paint, and other building supplies to support city operations.

The City's ProXtra Account is Tax Exempt. This contract is approved for using City ProCards for purchases.

- Use the City Hall main phone no. **512.218.5400** to receive discount at checkout. Orders placed online automatically show the discount. Bulk purchases can increase the discount.
- Enter your Project or work number in the PO/Job Name field at checkout.
- Contact the ProCard Administrator to add a login access to the City's account. Do ***not*** create a new account.
- Online ordering must click the Tax Exempt box to remove tax.
- ProCard purchases will be adjusted monthly to the Contract in Munis.

If you have any questions or issues using the online account, please contact the ProCard Administrator or contact:

Darren Friesenhahn

Home Depot Pro Account Representative

Ph: 210.389.4862

Darren_Friesenhahn@homedepot.com

For Store issues: Contact the ProDesk Supervisor, ProDesk or the ProCard Administrator.
Home Depot No. 0504 (South IH 35, RR), ProDesk Supervisor: Will Miller

Margie Howard, CPPB

Accounting Technician Senior

ProCard Administrator

Ofc: 512.218.7069 Fax: 512.218.7028

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Feb. 2022