

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 the use of City ProCards. ProCard purchases will be adjusted monthly from the Contract in Munis.

At the Store:

- Use the City Hall main phone no. **512.218.5400** to receive a discount at checkout. Orders placed online automatically show the discount.
- Enter your Project, Event or Work number in the PO/Job Name field at checkout.
- Use Self-Checkout with City phone, Key tag or Main City Ph 512.218.5400.
- For Store issues see the ProDesk associate at Home Depot.

Online Ordering:

- Contact the ProCard Administrator to add login access to the City's Home Depot Pro account. Do ***not*** create a new account.
- Orders placed online automatically show a discount. Bulk ordering may give a greater discount.
- Online ordering must click the Tax Exempt box to remove tax at time of checkout.

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

Elias Gutierrez

Home Depot Outside Sales Representative

Ph: 210.355.2168 elias_e-gutierrez@homedepot.com

Quote | Order – prosupport_vip@homedepot.com

Pro IT Support Ph: 800.525.5000