

Grainger Contract Use Information



The City of Round Rock has contracted with WW Grainger Inc. through the **BuyBoard Contract No. 756-24, City Contract No. R2025308** for the purchase of facilities maintenance, repairs and operations and industrial supplies needed to support City operations.

The City of Round Rock's Grainger Account Number **800534539** is tax-exempt. Purchases can be made using City ProCards or by issuing Purchase Orders. Purchase Orders must be linked to the Contract in Munis.

- Online ordering at www.grainger.com
- Contact Nora Marcano or Amanda Crowell for a login to the City's tax-exempt Grainger online account. ***Do not*** create a new account.
- If ordering with a Purchase Order, contact Allen Reich to add your accounting line to the Contract in Munis before entering the Requisition.
- PCard purchases will be adjusted monthly to the Contract in Munis.
- Contact Account Manager at Grainger to ensure you are getting best price.

If you have any questions or issues using this account, please contact:

Government Account Relationship Manager

Elaine Peabody

Email: elaine.peabody@grainger.com

Office: (847) 429-3397

Office Hours: M – F, 7:30 – 4:00PM CST

Customer Service: 1-800-GRAINGER (1-800-472-4643)

Nora Marcano

PCard Administrator

Ofc: 512.879-2894

nmarcano@roundrocktexas.gov

Amanda Crowell

PCard Administrator

Ofc: 512-218-5458

acrowell@roundrocktexas.gov