

**From:** spo  
**Sent:** Wednesday, June 20, 2012 7:51 AM  
**To:** spo  
**Subject:** SPO ALERT - Key Fob User Agreement - WSCA PA for Walk-In Building Supplies, Carpentry, and Home Improvement  
**Attachments:** Arizona Lowes Key Fob User Agreement.pdf; Arizona WSCA contract FAQ.PDF

### SPO Alert

**Date:** June 20, 2012

**To:** State Agencies and Cooperative Members

**From:** State Procurement Office

**Re:** Key Fob User Agreement for Lowes Walk-In Building Supplies, Carpentry, and Home Improvement contract

The Lowes Contract has been established to accommodate public purchases for a valid public reason.

In Accordance with the Arizona State Procurement Code R2-7-204 State Employee or Public Officer Use of State Contracts, State employees and public officers shall not purchase materials or services for their own personal or business use from contracts entered into by the state unless authorized in writing by the director. The determination shall state how the purchase will further the interests of the state.

It is the responsibility of each agency to administer its Lowes Key Fobs in compliance with the Contract.

Please refer to the attached Key Fob User Agreement Form to assist with the set up of an individual within your entity to administer the key fobs.

Direct all questions regarding this contract to Martina Borck.

Martina Borck  
Sr. Procurement Specialist  
Arizona Department of Administration  
State Procurement Office  
100 N. 15th Ave Suite 201  
Phoenix, Arizona 85007  
(602) 542-9139 phone  
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SPO ALERTS are available  
online at <http://spo.az.gov>

# State of Arizona WSCA Contract FAQ's

Special thanks for your interest in a supplier partnership with Lowe's. Lowe's Walk-In MRO and Building Materials contract was adopted by the State of Arizona. Eligible political subdivisions are able to utilize this contract.

## Contract Provisions:

- The contract provides access to every product stocked in your local Lowe's store, excluding special order merchandise.
- Stretch your MRO budget using the contract. The 5% discount tied to the contract is a point of purchase discount. The discount stacks on top of sale prices although it can't be used with other coupons or discounts.
- Contract discounts are instantly auditable. Savings are reflected on your cash register receipt.

## How do I utilize the contract in the store?

- The discount is triggered by scanning a key fob, much like that used by some grocery chains. The key fob is required to access the WSCA contract discount.
- Check out through any register. The cashier can scan your key fob anytime during the transaction but it must occur before the transaction is tendered.
- The Commercial desk located near the lumber door provides dedicated staffing to service the needs of professional and government customers.

## Contract registration and Key Fob order placement.

- Entity managers, and those authorized to register their eligible agencies with the contract can register to participate and order key fobs at [www.lowesforpros.com/wsc](http://www.lowesforpros.com/wsc).
- Arizona's state contract number is: **ADSP012-012413**
- "Select Your State", state's requirements for capture and reporting of contract usage varies.
  - After choosing your state make selections from the text boxes as they populate to insure your contract participation is recorded and key fobs are delivered.
  - You may be required to identify your agency or department type, and your locale if a political subdivision.
- Following agency selection, complete the user portion of the registration site and select "Submit". Key Fobs take 2 to 3 weeks for delivery.

## Web Site references:

Utah's contract summary <http://generalservices.utah.gov/statewidecontracts/Contracts.aspx>

Direct contract or registration questions to: [lowes.gov](http://lowes.gov) or to Dan Ford at [Dan.Ford@Lowe.com](mailto:Dan.Ford@Lowe.com).

To locate a Lowe's store near you go to: [www.Lowe.com/storelocator](http://www.Lowe.com/storelocator)

# STATE OF ARIZONA LOWES KEY FOB USER AGREEMENT

I, \_\_\_\_\_, **understand that:**

1. The Lowes Key Fob is available only to employees authorized by Agency Management.
2. I am being delegated the authority to purchase on behalf of the State of Arizona or Public Agency using the Lowes Key Fob under contract ADSPO12-012413. The Lowes Key Fob is to be used solely for authorized purchases incurred for a valid public purpose while conducting State or Public Agency business.
3. This key fob will be used for approved purchases only. All purchases must be made in accordance with applicable laws and regulations, including but not limited to the Arizona Procurement Code, applicable State of Arizona Statutes, the Arizona Administrative Code, and my Agency's Policies and Procedures.
4. My failure to follow established procedures may result in disciplinary action against me, including suspension, termination of employment, and/or criminal prosecution.
5. I will not make personal purchases with the Lowes Key Fob for either myself or others.
6. Key fob privileges may be canceled or revoked at any time, without prior notice, for any reason by Agency Management, the State Procurement Office or by the Public Agency.
7. I will return the key fob immediately upon suspension, and/or termination and/or other separation from the State or Public Agency service (including retirement) and/or upon reassignment to another Agency or cost center. I will return the Lowes Key Fob immediately upon the request of my supervisor, Agency Management or the State Procurement Office and that disciplinary action may apply for failure to do so.
8. I am responsible for complying with key fob policies, procedures, and practices established by my Agency and the State Procurement Office.
9. If The Lowes Key Fob is lost or stolen, I will immediately notify my Agency Lowes Key Fob Administrator.

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I, \_\_\_\_\_, **understand that the Lowes Key Fob is to be used for State of Arizona/Public Agency business only.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Employee's EIN

\_\_\_\_\_  
Section/Unit

\_\_\_\_\_  
Employee's Phone

**This employee is authorized by the undersigned to obtain a Lowes Key Fob to use in stores statewide.**

\_\_\_\_\_  
Initial Approving Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial Approving Official's Name

\_\_\_\_\_  
Initial Approving Official's Title

\_\_\_\_\_  
Agency Key Fob Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Key Fob Administrator Official's Name

\_\_\_\_\_  
Agency Key Fob Administrator Title