



Home Depot Instructions

If you need supplies. You or one of your people can get them from Home Depot, below are the instructions on how to do this. Keep in mind that for most theater locations, the theater is supposed to supply everything for the cleaning of the building. When we purchase items for one of these theaters, it is very unlikely that we will ever get reimbursed for that purchase.

Text-to-Confirm Orders: If you have a Bill Spend and Expense Card (Divvy), make a request from your Supplies budget and simply purchase the supplies with your card once your request is approved. If you don't have a company card, follow the procedure below.

1. Text Mark at 801-388-1628 letting him know the following:
 - a. Who you are and when you will be going to Home Depot.
 - b. Which Building or Van the supplies are for.
 - c. Who approved the purchase.

2. Once you arrive at Home Depot:
 - a. Gather the items that you need.
 - b. Go to the Customer Service Desk.
 - c. Tell them that you need to do a "text to confirm" order.
 - d. Give them Mark's cell number of 801-388-1628.
 - e. They may ask for a job name or job number, give them the van job number or building job number. You can look this up in Ehub or get it from your supervisor or the office.

3. They will send Mark a text message that he will need to reply to. If he doesn't reply within a couple of minutes, please send him a text or call him. At times he is very busy or on the phone and doesn't always see the text message when it comes.

4. There is no need to send Mark the receipt, it will be emailed to him. Please only get items that have been approved, Mark looks over the receipts and will flag anything that looks suspicious.