Shopper Card Request Non-Procurement Card Holders



The shopper card program is only available to departments that do not have a P-Card, purchases utilizing Federal Funds and for special circumstances.

Purchase is determined to be a Shopper Card purchase (Vendor does not accept PO) A blanket requisition is entered for vendor (ONE LINE ONLY). Please include "Shopper Card Purchase" in vendor sourcing notes and the name of the person picking up the shopper card Requisition is approved and printed Purchasing contacts requestor to schedule pick up date Requestor picks up card and makes purchase Requestor returns card, receipts and other required documents within 2 days of issuance Purchasing reconciles transaction and liquidates PO

P-Card Only Vendors*

The vendors listed below do not accept Purchase Orders and a P-card/Shopper Card must be utilized.

VENDOR NAME	VENDOR #	CATEGORY	CONTRACT
ANNA'S KITCHEN *RUFE SNOW LOCATION*	CALL PURCHASING	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
BACK FORTY SMOKEHOUSE	3178	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
RUFE SNOW LOCATION	14613	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
CHUY'S *HALTOM CITY LOCATION*	14619	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
GOT PRIDE USA, INC	8573	ATHLETICS	ALLEN ISD #2019-APR-30
JOHNY CARINO'S	14643	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
KROGER *P-CARD ONLY*	3229	LOCAL RETAIL	FORT WORTH ISD #16-082-B
PANDA EXPRESS *PRECINCT LINE RD LOCATION*	17242	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
PAPA JOHNS *HALTOM CITY/BELKNAP ST LOCATION*	16169	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
PAPA JOHNS *RUFE SNOW LOCATION*	3691	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
PIZZA HUT *DENTON HWY/HALTOM CITY LOCATION*	14554	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
PIZZA HUT *FORT WORTH BELKNAP LOCATION*	14554	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
PIZZA HUT *NORTH BEACH LOCATION *	14554	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
PIZZA HUT *PIPELINE RD/ HURST LOCATION *	14554	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES

PIZZA HUT *RUFE SNOW LOCATION* REALTIME MUSIC SOLUTIONS	14554 17318	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES SOLE SOURCE
SAN DIEGO TACO SHOP *RICHLAND HILLS LOCATION*	16144	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
HALTOM CITY LOCATION	14544	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
RUFE SNOW LOCATION	14548	FOOD	BISD #001-19 CATERING & FOOD RELATED SERVICES
WALMART (P-CARD ONLY)	25	LOCAL RETAIL	GRAND PRAIRIE ISD #17-01

^{*}Please always check the Approved Vendor List located on website prior to entering requisition.

Shopper cards must be picked up at the Purchasing Department

3126 Carson St.

Haltom City, TX 76117

817-547-5629