

2026 DAYS OF CARING PURCHASING GUIDELINES

This guide outlines the policies and procedures for ordering supplies for Days of Caring projects. **For questions or help with ordering, please contact Kaci at 281.424.5922 or kacip@unitedwaygbacc.org.**

GENERAL RULES

- All Budget Worksheets must be submitted **to Elizabeth at elizabethh@unitedwaygbacc.org** for approval.
- Once approved, Project Leads may make purchases using approved vendors, provided the budget is not exceeded.
- United Way will only be responsible for purchases submitted via a Purchase Order Request.
- Do not purchase items with personal cash or credit cards – **you will not be reimbursed.**
- Supplies should be delivered to the host agency, not to personal homes/offices, unless otherwise approved.
- Unused items must be returned to the original vendor within 10 days of the project.

APPROVED VENDORS

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|---|---|
| 1. Home Depot - in person | 6. Baytown Sand & Clay - as needed, in person |
| 2. McCoy's – in person (last resort) | 7. Deep Root's Nursery - in person |
| 3. Walmart - online only | 8. Sun Belt Rentals - as needed, in person |
| 4. Michael's - online only | 9. Houston Community ToolBank - tools and |
| 5. Amazon - online only | machinery, as available |

PURCHASING PROCEDURES

Home Depot – In Person

- Purchases must be made at the **Baytown Home Depot** (Pro Desk: 6am–5pm; after hours, use Customer Service Desk).
- Provide the United Way phone number 281-424-5922 and indicate tax exempt.
- Purchases are processed through Text to Confirm to charge the United Way account.
- Orders over approved budget will be declined.



Walmart, Michael's, Amazon – Online Only

- Submit a Purchase Order Request with links to elizabethh@unitedwaygbacc.org.
- Items must include a delivery address (cannot be United Way office).
- Items within budget will be ordered/delivered.
- Items over budget will be declined.

Houston Community ToolBank

- Submit a Tool Order Request with quantities to elizabethh@unitedwaygbacc.org.
- Project leads are responsible for pick up and drop off of tools.
- **Order cannot be placed after September 25, 2025.**

Other Approved Vendors

Project leads are encouraged to visit the vendor and create an invoice using your **project number after your budget is approved**. All invoices should be sent to elizabethh@unitedwaygbacc.org.