**Request to Check Out the Sam’s Club Membership Card**

**From Procurement and Contract Services**

Call 9-4224 to see if the Sam’s Club membership card is available for check out.

Employee making the actual purchase at Sam’s Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Last

Office Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@etsu.edu

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last four digits of the **Procard** to be used for the Sam’s Club purchase: \_\_\_ \_\_\_ \_\_\_ \_\_\_

Date checked out from Procurement and Contract Services: \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_\_

Planned date to return the Procard to Procurement and Contract Services: \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_

**CARD MUST BE RETURNED IN 24 TO 48 HOURS**

\_\_\_\_\_ I agree to only purchase items allowed per the [Procard Manual](https://www.etsu.edu/procurement/documents/PROCARD%20MANUAL%203%202012%20revised%20.pdf)

\_\_\_\_\_ If I fail to return the membership card to Procurement and Contract Services I understand that my Procard will be frozen until such time as the card is returned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee who will be making the purchase

Take this completed form to Procurement and Contract Services, B16 Burgin Dossett Hall. The Membership Card will be checked out for the purchase and then the Membership Card must be returned to Procurement and Contract Services.

Date returned: \_\_\_\_\_\_\_\_ Acknowledged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Procurement and Contract Services)