**Sam’s Club Membership**

ETSU now has a business membership with Sam’s Club. ETSU Procards can be used to make purchases of allowed items at Sam’s Club. Sam’s Club does not accept ETSU purchase orders.

All restrictions for your Procard apply for Sam’s Club purchases. Things you cannot usually purchase on the Procard still apply at Sam’s Club, such as office supplies, gasoline, gift cards, cell phones, etc. Similarly, the purchases allowed on the Group/Team Travel or ETSU Vehicle Procards can be purchased at Sam’s Club.

The Sam’s Club membership card is available in the Procurement and Contract Services office for check out.

To make a purchase at Sam’s Club:

1. Call Lisa Lowe, 94224, to see if the Sam’s Club membership card is available for check out.
2. Complete the Request to Check Out the Sam’s Club Membership Card.
3. Take the completed check out form to Procurement and Contract Services and obtain the card.
4. Make your purchase at Sam’s Club using your ETSU Procard.
5. Sam’s Club has the tax exempt information for ETSU on file.
6. Return the Sam’s Club membership card to Procurement and Contract Services within one work day of the purchase.
7. Record/maintain all the proper Procard records in your department.

A very limited number of additional membership cards may be available for departments that wish to maintain a card for their departmental use. Requests for these cards must be supported with an ongoing need to make purchases at Sam’s Club. The Procurement and Contract Services office will make the annual purchase of these add-on membership cards and charge them to the responsible department.

**Individual employees may not make purchases at Sam’s Club using the ETSU business membership while paying with their personal funds. Any purchases of this nature will not be reimbursed**. Misuse of the Sam’s Club membership card may curtail the entire offending department from making Sam’s Club purchases in the future.

Failure to return the Sam’s Club membership card promptly to Procurement and Contract Services may result in the Procard being frozen.

Procurement and Contract Services

94224