

	<b>Columbia Public Schools Columbia, Missouri</b>	<b>PROCEDURE</b>	No.	160.406
			DATE	07/01/98
SUBJECT:	<b>SAM'S CLUB PURCHASES</b>	REVISION NO.	10	
		REVISION DATE	9/9/14	

**A. Overview**

1. Effective November 1, 2010, Sam's Club stopped accepting purchase orders for Columbia Public School District purchases, and they stopped allowing CPS employees to buy Sam's Club memberships under the District tax exempt number.
2. In order to make tax exempt purchases at Sam's Club for Columbia Public Schools you will need both a CPS issued Sam's Club membership card and a CPS issued purchasing card.
3. The Sam's Club business membership card can only be used in conjunction with a Columbia Public Schools purchasing card.

**B. How to obtain a Sam's Club purchasing card**

1. The District Sam's Club business membership card is given to employees at purchasing card training.

**C. Purchase Reminders**

1. Remember to check the receipt before leaving Sam's Club to make sure sales tax was not charged.
2. Keep the Sam's Club receipts with other purchasing card receipts, then attach to their purchasing card statement when it is received.

**D. If an employee needs to make a purchase at Sam's Club and does not have a District Purchasing Card, the employee has two options:**

1. Apply for a purchasing card
2. Check to see if there is someone in the employee's school office or department office who has a purchasing card and can make the purchase.
3. Contact Purchasing to place a "pick-n-pull" order.