

Sam's Club In-Store Shopping

NOTE: Purchases from Sam's Club are limited to non-bid items only; Use Conroe ISD awarded bid vendors for office supplies, toner cartridges, technology, etc. See Shopping A-Z for a complete listing of approved vendors.

You can use a Purchase Order to shop at the Conroe location (#6421) or the Shenandoah location (#4713) only.

CREATE YOUR REQUISITION:

- Vendor # 24000711 (for both store #6421 & #4713)
- Comments EPIC6 Contract Order
- Buyer Your name
- Ship To your campus
- Commodity # **200-001** – Food/ Groceries, Dine-In or Pick-up
200-002 - General Merchandise (paper goods, etc.)
or use specific commodity code based on items purchased
ex: commodity #550-006 postage stamps
- Account code **6499** - for Food & Groceries
6399 – for General Supplies
or use specific account code based on items purchased
- Description **State items to be purchased. (Ex. Food for meeting, camera, Fridge, TV, etc.)**
Goods to be picked up by _____: (full name of person(s) picking up items)

***If purchasing 2 commodities – list each on separate line.**

Ex. Description Line 1 – For groceries (use commodity# 200-001, account code 6499)

Names of persons picking up

Description Line 2 – Camera (use commodity # 750-001, account code 6317)

Purchase Order limit: \$500.00 ** PO for one time purchase only **

(Original PO will be closed and remaining balance will be returned upon payment)

Enter the requisition as stated above. When the requisition is approved and converted into a purchase order, pull up the Purchase Order in eFinancePlus under Purchase Order listing, click on the orange Attachments icon, and print a copy of the PO. The person listed on the Purchase Order will take the printed PO to the Sam's store along with their Conroe ISD badge and their driver's license for identification.

1st PRIOR TO SHOPPING, check in at the membership desk and **request to talk to a Green-Vested Supervisor**. Only the person(s) whose names are listed on the purchase order will be permitted to shop. They must show a CISD ID badge and driver's license as identification. The Green-Vested Supervisor will verify that the ID's and the name on the PO matches. Supervisor will PULL the Conroe ISD account card and verify the amount, then initial and date the original purchase order.

2nd Shop for the items needed and go to any manned register to check-out. Do not use self-checkout. The purchase order number tells the cashier how much money is authorized. **Tell the cashier to call the Green-Vested Supervisor to bring the CISD Sam's membership card that is kept on file to swipe on the register for payment.**

3rd **Submit original receipt(s) to Accounts Payable within five (5) days of the purchase.** Receipts need to be taped (not stapled) to an 8-1/2" x 11" piece of paper and list the Sam's PO number. This order will be paid and closed and any remaining balance will be returned.

*If you choose to enter your order as a **Click N Pull**, you must use your personal membership card to enter the order.

* CISD does not qualify for the Online Instant Savings. Please DO NOT enter the discounted amount on your PO.

If you have any questions or encounter any problems, call Laurie Enocksen in Purchasing at (936) 709-7750.

Revised January 29, 2019