

# 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, clinic-type supplies, technology, etc. Check with warehouse for cleaning supplies and PPE items (gloves, masks, etc.). If any non-approved items are purchased, the individual will be responsible for returning or paying for those items personally.

\*\*\*\*\***NO GIFT CARDS ARE ALLOWED UNDER ANY CIRCUMSTANCES**\*\*\*\*\*

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

## CREATE YOUR REQUISITION:

Vendor # 24000711 (for store #6421-Conroe & #4713- Shenandoah)  
Comments RFP#22-01-05 X7/27 **and** RFP#22-01-07 X7/27  
Buyer Your name  
Ship To Your campus

### **LINE #1--REQUIRED**

Commodity # **200-001** – Food/ Groceries  
Description Food/Groceries to be picked up by (input name of pickup person).  
Account code # **6499**-Misc Other Expense  
Unit Price Enter a rounded-up total, ex. \$100, \$200 (do not enter exact prices from website as in-store prices may vary slightly)

**\*\*EVEN IF YOU ARE NOT PURCHASING FOOD ITEMS ON THIS REQUISITION, YOU ARE STILL REQUIRED TO INCLUDE THIS LINE. YOU WILL NEED TO PLACE \$1.00 FOR THE UNIT PRICE. \*\***

### **LINE #2--REQUIRED**

Commodity # **200-002** – General Supplies (**no cleaning, PPE, or clinic-type items are allowed**)  
Description General Supplies to be picked up by (input name of pickup person).  
Account code # **6399**-General Supplies  
Unit Price Enter a rounded-up total, ex. \$100, \$200 (do not enter exact prices from website as in-store prices may vary slightly)

**\*\*EVEN IF YOU ARE NOT PURCHASING NON-FOOD ITEMS ON THIS REQUISITION, YOU ARE STILL REQUIRED TO INCLUDE THIS LINE. YOU WILL NEED TO PLACE \$1.00 FOR THE UNIT PRICE. \*\***

If you are purchasing **STAMPS**:

Commodity # **550-006** – Postage  
Description Postage to be picked up by (input name of pickup person).  
Account code # **6399**-General Supplies  
Unit Price Enter a rounded-up total, ex. \$100, \$200 (do not enter exact prices from website as in-store prices may vary slightly) **Only include line#1/Line#2 above IF you are getting more than just stamps with this PO.**

Commodity #	<b>200-001 – Food/ Groceries</b>
Description	Café Items: Pizza to be picked up by (input name of pickup person).
Account code #	<b>6499-Misc Other Expense</b>
Unit Price	Enter a rounded-up total, ex. \$100, \$200 (do not enter exact prices from website as in-store prices may vary slightly)

**LINE #2--REQUIRED**

**\*\*EVEN IF YOU ARE NOT PURCHASING NON-FOOD ITEMS ON THIS REQUISITION, YOU ARE STILL REQUIRED TO INCLUDE THIS LINE. YOU WILL NEED TO PLACE \$1.00 FOR THE UNIT PRICE. \*\***

**\*\* PO is for one-time purchase\*\***

Revised September 22, 2023

\* 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 Kelly Staubs or Laura Davidson in Purchasing at (936) 709-7705 or (936) 709-7868.