



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2010-30
CONTACT: Richard D. Norris
Director Purchasing
TELEPHONE: 833-7668

TO: Principals, Department Heads and Budget Bookkeepers
FROM: Richard D. Norris, CPPB Director Purchasing *RDN*
DATE: February 11, 2010
SUBJECT: Revised Procedures for Purchasing at Sam's Club

The procedures for purchasing at Sam's Club have recently changed. Whether using Budgeted Funds or Internal Funds, please use the procedures listed below when making all future purchases at Sam's Club:

- Okaloosa County School District Purchase Orders issued to Sam's Club Direct or Sam's Club will now contain the School District's Direct Account number and will be faxed to Sam's Club by the Purchasing Department. A copy of the purchase order must be presented for merchandise pick-up.
- Internal Purchase Orders issued to Sam's Club must now contain the individual school's Direct Account number and must be faxed to Sam's Club by the individual school prior to merchandise pick-up. A copy of the purchase order must be presented for merchandise pick-up.
- Purchase orders not previously faxed will be treated as pay-as-you-go orders and payment will be expected at time of checkout, but will be sales tax exempt.
- Schools who have Direct Accounts with multiple Sam's Club Membership cardholders will continue to be able to shop as needed without a purchase order and the individual cardholder may use their card to charge purchases to the school's account for which the card is issued.
- All other purchases will be treated as pay-as-you-go orders and subject to sales tax.
- Sam's Club Credit Accounts, where a Sam's Club Credit Card is issued are prohibited.

This will eliminate orders being charged to incorrect accounts and prevent the opportunity for non-cardholders to walk in and charge items to a district account.