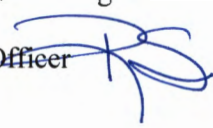




SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM: 2018-017
CONTACT: Vince Windham
Program Director,
Purchasing
TELEPHONE: 833-7668

TO: Principals, Department Heads and Budget Bookkeepers
FROM: Rita Scallan, Chief Financial Officer 
DATE: November 7, 2017
SUBJECT: Revised Procedures for Purchasing at Sam's Club

On June 12, 2017, the School Board approved the implementation of an Internal Funds Purchasing Card program as an additional purchasing option for schools. As a result, schools may now make purchases at Sam's Club utilizing their newly issued Internal Funds Purchasing Card. Please use the procedures as reflected below when making all future purchases at Sam's Club whether paying with the District or Internal funds purchasing card:

- Okaloosa County School District Purchase Orders (P.O.) issued to Sam's Club must contain the School District's Direct Account number. The Purchasing Department will fax the P.O. to Sam's Club prior to merchandise pickup. A copy of the purchase order must be presented for merchandise pick-up.
- Internal Purchase Orders issued to Sam's Club must 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 faxed prior to merchandise pickup will be treated as a pay-as-you-go order. Payment will be required at checkout however; it will still qualify as sales tax exempt purchase.
- Schools that have Direct Accounts with multiple Sam's Club Membership cardholders can shop as needed without a purchase order. Purchases will be charged to the school's Internal Direct Account for which the card was issued.
- District and Internal Funds Purchasing Cards, including Site Cards, may be used to make purchases. Remember, all current policies outlined in the Purchasing Card Manual apply.
- All other purchases are treated as pay-as-you-go orders and subject to sales tax.
- Sam's Club Credit Card Accounts are prohibited.

Following the above referenced procedures should eliminate purchases from being charged to an incorrect account and prevent unauthorized purchases from being charged to a District account.