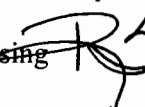




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2021-011
CONTACT: Vince Windham, Purchasing
Program Director
TELEPHONE: 833-7668

TO: Principals, Department Heads and Budget Bookkeepers
FROM: Vince Windham, Program Director, Purchasing 
DATE: October 26, 2020
SUBJECT: Revised Purchasing Procedures for Sam's Club

The purchasing procedures for Sam's Club have changed. Effective immediately Sam's Club has phased out Direct Accounts and will no longer accept purchase orders (District or Internal) for Fax and Pull Services.

Going forward please use one of the following procedures listed below, whether paying with Budgeted or Internal Funds:

- District employees can continue to shop in store using a district purchasing card (Budgeted or Internal) for payment of pay-as-you-go orders.
- Schools/departments can set up a tax exempt account allowing the Primary accountholder to place tax free online orders for an annual fee of \$45. The Primary Accountholder will need to visit the store and present their employee badge and a letter drafted on letterhead signed by their Principal/Department requesting to create an account. **The District is limiting one account and a single user who will place all orders per school or department.** An option allows the user to select 'Alternate' to name the person who will present the online receipt to pick up the order inside the store. The person picking up the order must show ID.
- All other purchases will be treated as pay-as-you-go orders and subject to sales tax. Remember that purchases made by an individual using a personal method of payment (even if these purchases will be reimbursed by District/Internal funds) are taxable and not eligible under the District's Sales Tax Exempt Certificate.
- Sam's Club Credit Accounts, where a Sam's Club Credit Card is issued are prohibited.

Schools who currently have an active Direct Account will need to close the account. To close the account the primary cardholder will need to email a letter drafted on school letterhead to requesting closure due to the discontinuation of the Direct Fax and Pull Service. Additionally you can include a request for a prorated credit of the remaining membership fee.