



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM: 2025-020
CONTACT: Vince Windham,
Program Director, Purchasing
TELEPHONE: 833-7668 (65846)

TO: Principals & Department Heads
FROM: Julie Perry, Chief Financial Officer
DATE: October 23, 2024
SUBJECT: Sam's Club Purchasing Procedures – Revised

A handwritten signature in blue ink that reads "Julie A. Perry".

Effective immediately, Sam's Club will no longer allow individuals to shop at the store using the District's Sam's Club membership. Schools and departments must have their own Sam's Club membership if they wish to purchase items from the store.

There are two membership types available – Club for \$50 per year and Plus for \$110 per year. Each membership comes with two cards, and the cards must be issued to two employees, one of whom must be the budget bookkeeper.

If an individual wishes to go to the store to shop, he/she must have a Sam's Club membership card issued in his/her name. That individual would pay for the purchase using a District Purchasing Card (Bank of America or Regions). If more than two people wish to shop at the store, additional memberships would have to be added at \$45 each. Each additional membership provides another two cards. Club memberships may add up to 8 additional memberships (16 cards), and Plus memberships may add up to 16 additional memberships (32 cards).

A more cost-efficient method would be to have one Sam's Club membership and place orders online for pickup or shipping. The online account may only be accessed by the bookkeeper, and the bookkeeper can enter any employee's name as pick up. Pick up may be done in the designated area outside of the store so that no membership card is required. Shipping must be to the school or department address.

Reminder – Sam's Club Credit Accounts/Sam's Club Credit Cards are prohibited.

Should you have any questions or require additional information, please do not hesitate to contact Vince Windham at 850-833-7668 (65846).

cc: Budget Bookkeepers