

Sam's Club Warehouse Purchases

The Purchasing Office has made arrangements with Sam's Club for the customer service desk to keep the Austin Peay membership card. To take advantage of the agreement with Sam's Club; please follow these steps:

- A. The requesting department should submit a requisition if over \$2,000 or if under use the FOAP and obtain a signed letter from purchasing authorizing purchases at Sam's Club.
- B. Complete instructions of all steps are on the back of the letter. However, if you use are making a local purchase, you will send your receipt with to the Accounts Payable Office.
- C. The purchaser will receive a ticket, which must be submitted to the Accounts Payable or Purchasing Office within three (3) working days of the purchase.
- D. After three incidences of not turning in a ticket in a timely manner, the offending department will be suspended from purchasing at Sam's.