

## Sam's Club

The District has resumed participation in the Pick and Pull program at Sam's Club. This will allow Schools and Departments to order items from Sam's Club utilizing an online request form. Prior planning is critical as items are not always available for pick up and may be shipped to your school, generally within a week of the request.

### Instructions:

1. To request an order be placed for items at Sam's Club, you will visit [www.samsclub.com](http://www.samsclub.com). **You will not sign in.**
2. On a sheet of paper, identify the items want to purchase: record the item number, quantity and brief description.
3. Enter a requisition into BusinessPLUS with vendor V12451 (Commerce Bank – Credit Card). When the requisition converts to a purchase order, you can proceed to the next step.
4. Go to: <https://form.jotform.com/80857329484974> and complete the online form, then Submit.  
*Please Note: You must have PO in place in BusinessPLUS with V12451 Commerce Bank - Credit Card as the vendor (V12451).*

**Saving Your Form in Progress.** *It is possible to save the form while you are working in it, and come back and complete later. Simply click the floppy disk icon at the bottom of the screen, next to the current page number. A message will appear asking for your email address. Click Send the Link as an Email. Once Filled, a link will be sent to your email. Click Continue Form, and you will be taken to the site to resume filling the form where you left off.*

### What Happens Next?

1. The Purchasing Office will receive your order request by email.
2. A Purchasing Office staff member will place your order with Sam's Club utilizing the Purchasing Department Visa, designating the place of delivery you identify in your request.
3. The confirmation of order message will be forwarded to the requester and delivery driver after receipt from Sam's Club by the Purchasing staff member.
4. Upon receipt of the "Order Ready for Pick Up" message from Sam's Club, the Purchasing Office staff member will forward to the requester, and Storeroom manager.
5. A District truck will pick up items order on Wednesdays & Fridays (Only), and deliver them to your building on those days. It is important that you plan accordingly. No special or emergency pick-ups/deliveries will be made.
  - a. **For Wednesday delivery**, requests are to be received by Purchasing no later than 10:00 am on Tuesday.
  - b. **For Friday delivery**, requests are to be received by Purchasing no later than 10:00 am on Thursday.
6. Once the transaction has posted to the Purchasing Visa on the Commerce Bank site, the Purchasing staff member will apply the budget information from the PO referenced in the online request form. When the Purchasing Visa statement is reconciled, funds will be will be paid from the PO.
7. If a deliver is being paid by Student Activity funds, the Purchasing staff member will confirm all your items delivered and advise the \$\$ for a check to be sent to Purchasing that next day. Failure to do so may result in denying your next requested delivery, until paid.

**Orders placed using this system are not to be picked up by individuals. This causes confusion with the delivery drivers, and exposes the District to increased risk of liability.**