



## Purchasing Department

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### Instructions for Purchasing at Sam's Club

ULM employees can make authorized, tax-free purchases from Sam's Club using the ULM membership account, only when using a ULM Purchasing Card (P-Card). All State and ULM rules for authorized purchases apply. Individual membership cards are not needed when using a ULM form of payment.

#### Instructions:

1. Bring your ULM ID, valid driver's license, and your P-Card
2. At check-out:
  - a. Tell the cashier you are with ULM
  - b. Present your ULM ID and driver's license
  - c. The cashier will get the ULM membership card – ULM Membership #: 101 59210 918048570
  - d. Pay with your P-Card
3. Remember to ensure tax is not charged
4. If there are any issues, go to the Customer Service desk for assistance. If needed, ask to speak with Shannon in the Business Office.
5. Upload the detailed receipt to the appropriate transaction in Works, and attach the original to your P-Card statement

If a personal membership and/or personal form of payment is used, the transaction will be assessed sales tax. Louisiana sales tax is not a reimbursable expense and should be excluded when submitting a Check Request for reimbursement.

It is recommended that individuals without a P-Card identify P-Card holders within their department who may assist with Sam's Club transactions. Please contact the [Purchasing](#) office with any questions.