

You may already know that, effective August 23, 2004, Sam's Club will no longer accept the ProCard. This means we will only be able to do business with them using our BPO# BF6014 or an LPO.

If you choose to use a call number against our BPO, Sam's requires the you provide a statement on departmental letterhead, which includes:

1. the call number
2. that it is against BPO# BF6014
3. the estimated value for the purchase "not to exceed"

The following is a sample of how this should look.

Call Number Pxxxxxxx on Sam's Club BPO# BF6014 for (your department name) not to exceed \$xxx.xx.

Sam's Club has told some departments that they can purchase a gift card at Wal-Mart to make purchases at Sam's. This is not allowable. The ProCard does not allow the purchase of gift cards of any kind.

We are working to find a better solution. If you have any concerns or comments regarding purchases at Sam's Club or use of the ProCard, BPO, or LPO's, please contact me.

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