

****IMPORTANT INFORMATION****

PURCHASING AT SAM'S CLUB — EFFECTIVE IMMEDIATELY

The following changes are effective immediately when purchasing items at Sam's Club. Please read them carefully because non-compliance will mean that Sam's will not allow you to make your University purchases!

LPO Purchases

1. UAF's Sam's Club membership number (#11142293570) must appear on the LPO. It should be placed under the Vendor ID line or on the Mailing Address line.
2. The name of the person authorized to make the purchase must appear on the LPO. This should be placed on the bottom line of the description area on the form.

BPO Call Number Purchases

1. Obtain your BPO call number as usual through Banner.
2. On departmental letterhead, prepare a "memo" that includes the following information:
 - Date (purchase will have to be made during the same week as this date)
 - UAF Membership #11142293570
 - Call # PO_____ on BPO BF6014 (NOTE: this BPO# will change 7/1/06)
 - Person Authorized to Make Purchase: _____
 - Total Amount Not To Exceed: \$_____

Examples of what these should look like are attached and can also be found under Sam's Club at <http://www.uaf.edu/purch/purchasing2.html>

You will no longer need a membership card to get into Sam's Club, however, you will be required to show either the LPO form or the BPO Call Number "memo" to get in.

These changes are the result of preventative measures Sam's has recently established to reduce fraud. (There has been over \$10,000 in fraudulent charges made on other government agency accounts in the past few months.) They are working hard to reduce fraud, which in the end we all wind up paying for.

As part of their prevention procedures, Sam's Club will be checking ID's to ensure that the person authorized to make the purchase and the one making the purchase are the same. Your understanding and your cooperation with their efforts will be greatly appreciated.

If you have any questions or concerns about these new procedures, please contact me.
Thank you.

Helen Connor
Business Manager/ProCard Administrator
Procurement & Contract Services

907-474-6465
907-474-7720 fax



Procurement & Contract Services

P.O. Box 757940, Fairbanks, Alaska 99775-7940, www.uaf.edu/purch

DATE: January 21, 2004

MEMBERSHIP #11142293570

CALL #P0_____ on BF6014

Person authorized to make purchase: Helen Connor

Total Amount Not to Exceed: \$500.00

LPO Sample for Sam's Club Usage

VENDOR ID _____ PURCHASED FROM: _____

Membership # 11142293570

VENDOR NAME _____
(membership # can go here also)

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

INVOICE NUMBER	INVOICE DATE*	DESCRIPTION A detailed description must be provided. Part/Model numbers alone are not acceptable.	INVOICE AMOUNT
Authorized purchaser: Helen Connor			