Clint ISD Procedures

How to Order, Process, and Pickup Sam's Club Items

02-10-2021

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- Effective January 11, 2021, Sam's Club **no longer accepts Fax Pull or Email Pull orders** from the Sam's Club customer service cage.
- Starting **February 8, 2021**, the following will be the **new procedures** for processing Sam's Club purchase orders.

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1. Campus or Departments will **build their purchase requisition orders as normal from the Sam's Club online website** (store #8280) and enter it into Skyward.
2. Build you purchase order **from in-club/in-store available items only**, **not Online.**
3. Once the requisition has been **submitted and approved**, the campus or department send's a district employee with a **copy of the approved purchase order** and a **form of identification** (either district ID or driver's license) to **only** the Sam's Club (#8280) located at 11360 Pellicano Dr.
4. The district employee will **enter the store and shop in-store** to pick the items approved on the accompanying purchase order.

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5. Only **items approved on the purchase order** can be selected for pickup with some exception for substitutions.
6. The 10% price variance added to each purchase order only allows for price variances on items placed on your purchase order that changed when you picked up the items**. This does not allow you to pick up additional items**. **** You cannot exceed the purchase order amount!**
7. Substitutions can be made for **like items only** but must be within the total 10% cost variance available on the purchase order.

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8. When ready to check out, the district employee will proceed to **a manned checkout register** – you cannot use self-checkout! **Be sure** to check you have picked **all items** on the purchase order. **You cannot make a change once you leave the store!**
9. The district employee advises the checkout clerk that they are from Clint ISD with a purchase order and **requires a store manager to bring the Clint ISD credit card and ink stamp** so they can proceed to checkout the selected items that match the purchase order.
10. The ink stamp is what Sam's Club use to **stamp the purchase order and receipt** for the district employee's signature. This is **required** for our Accounts Payable records to close out the purchase order.

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11. The district employee **presents their district ID** or **driver's license**.
12. To complete the checkout, the district employee **prints their name and signs the stamped documents**, both the **PO and receipt**.
13. The district employee will leave the PO with the Sam's manager **and walk out with the receipt**. You do not need a copy of the PO.
14. When the district employee returns to the campus or department, they must provide the **receipt copy** to the campus or department budget clerk.
15. The campus or department **budget clerk will then scan the receipt (both sides) and attach it to the corresponding purchase order** in Skyward to indicate the purchase order has been complete and all items have been received.

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Please note:

- Our awarded contract only allows for **food or food related items** that can be purchased from Sam's club.
  - These include items to **prepare food**, **serve food** and **simple food storage.**
  - This **does <u>not</u> include items for cleaning** up.
- You must have an **approved purchase order to order from the Bakery Department** prior to picking up and checking out at the store.
- **Plan ahead of time** to allow for the approval process in planning for campus or department events.
- **Verify** all items have been selected and accounted **before leaving the store**.
- Follow **district safety protocols when picking up** from the store

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Item Examples

DESCRIPTION	ALLOWED	COMMODITY CODE(s)
Any non-food items such as technology items, fuel, tires, medicine, office supplies, gift cards, etc.	NO	
Beverages (Non-Alcoholic) Sodas/Juices/Milk/Tea/Water, Sports Drinks	YES	080-01, 080-58 080-92
Canned foods	YES	080-38
Clothing or Cleaning items	NO	
Coffee makers, popcorn makers, BBQ grills, coolers (no refrigerators)	YES	080-02, 080-56
Dry goods: coffee, tea, seasonings, pasta, flour, sugar, bread, cookies, packaged snacks, candy	YES	080-06, 080-34, 080-38
Food preparation/serving items such as paper cups, plates, napkins, utensils, serving containers and serving gloves	YES	080-16, 080-62
Paper towels	Only if used as napkins	
Produce (fruits and vegetables)	YES	080-68
Refrigerated or frozen foods	YES	080-32

FAQ on Sam's Purchases

Question	Answer
What do I need to take with me to Sam's?	• Approved Purchase Order • Printed Copy of the Shopping Cart that was used to create the PO • School ID or Drivers License
What do I do if an item on my shopping cart is not available?	• Option 1: Find a like item within 10% of the cost of your previously selected item. • Option 2: Do not pick another item – It is okay to spend less than what was originally planned.
Can I go to the self checkout lane to speed up the process?	• No. You have to go to a manned lane, because the cashier will have to call for the manager.
What do I tell the cashier?	• Let them know you are from Clint ISD and have a PO. They should then call for the manager who will arrive with a stamp.
Is there anything I need to know when they are ringing up the items?	• The PO process will remove any tax that is normally charged. • The total amount should match or be less than your approved PO.
What do I do with the PO?	• Leave the PO with the cashier/manager.
What do I leave with?	• A stamped receipt and your items. This stamped receipt is then turned into the campus or department budget clerk.

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For any question,

please contact the Purchasing department at 926-4099

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