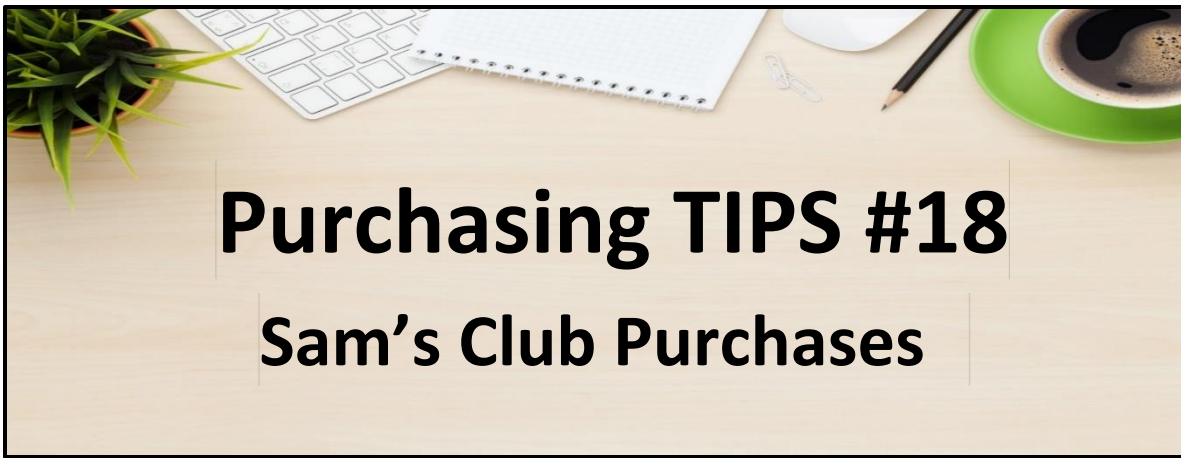




Greetings all! We will be sending out monthly communications to help smooth the process of Sam's Club Purchases. All other Purchasing Tips may be found in the Fiscal Updates & FAQ's in Outlook or you can always email purchasing@galenparkisd.com and we can share any previous Tips.

Sam's Club purchases:

Earlier this year we began to allow P-cards to be used for Sam's Club purchases. This was well received, however, at that time, we allowed everyone to decide which method (P-card or Purchase Order) was best suited for their needs.

Due to inconsistencies with Sam's Club billings and third-party accounting system:

1. Everyone will now be required to use the P-card only for all Sam's Club purchases.
2. **Starting December 2, 2024** Purchasing will no longer approve requisitions for Sam's Club Purchase Orders.
3. Existing Blanket PO's to Sam's Club will need to be consumed and existing purchase orders will need to be closed by December 20, 2024.
4. Email Accounts Payable and copy Purchasing to request purchase orders be closed.
 - a. This will allow accounts payable time to review any pending invoices to the account are paid before purchase orders are closed.
 - b. All purchases must be tax exempt, if taxes are charged take your receipt to customer service for a credit.

After December 1, 2024, if a large purchase is required, you may request an increase to the P-card via email to Bette Speaks and Adrian Sloan (*copy Budget Managers*) allowing at least two business days in advance of planned expenditure.

Planning is imperative.

Purchasing Department - purchasing@galenaparkisd.com

See examples for Online Purchases (page 2)

Pickup

Pick up at

Houston Sam's Club
13600 East Fwy Houston, TX 77015
☒ Mark all eligible tax exempt items

Curbside

Park by the curbside delivery signs and we'll load your car.

Pickup 1 of 1
Select a pickup date and time

Additional pickup person
Can't make it? Tell us who will pick it up!
[Add](#)

Items (1)

	Nabisco Sweet Treats Variety Pack, OREO & CHIPS AHOY! Cookies, 60 pk. Item 92801	Qty 1	\$14.68
☒ Tax exempt			

Total

Subtotal (1 Item) \$14
Pickup fee \$4
Free when you spend \$50 on eligible pickup items

[Upgrade to Plus](#)
Free Curbside Pickup on eligible order

Est. sales tax \$0

Total \$18

[Place order](#)

Subject to terms and conditions

Order updates

Receive texts for order updates. ☐

Payment

Credit or debit cards

\$18.68

☒ ending in
Preferred
CVV*

[Add a new credit or debit card](#)

Gift card

[Add a gift card](#)

Payment

Add credit or debit card

Card information

Card number*

☒ Please enter valid card number



Expiration date*

MM / YY

☐ Make this your preferred card

Complete the information

Billing address

First and last name*

Business name (optional)

Enter your street address*

14705 Woodforest

Apt, suite, bldg, c/o (optional)

City*

State*

Texas

ZIP Code*

Phone Number*

Complete the information

[Cancel](#)

[Save](#)