

Purchas -partment

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Instructions for Purchasing at Sam's Club

ULM employees can make authorized, <u>tax-free purchases</u> from Sam's Club using the ULM membership account, <u>only when using a ULM Purchasing Card</u> (P-Card). All State and ULM rules for authorized purchases apply. Individual membership cards are not needed when using a ULM form of les, go to the Customer Service desk for assistance. If needed, ask to speak with Shannon in

. d receipt to the appropriate transaction in Works, and attach the original to your P-Card

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 <u>Purchasing</u> office with any questions.