

COSTCO PROCUREMENT PROCESS

- ✓ Department Buyer issues an “A” release against the campus-wide Costco blanket for business purchases.
 - 1) You must spend a minimum of \$100.00;
 - 2) Estimate what you will be spending allowing for additional funds for overages;
 - 3) Costco charges a 1.5% admin fee for all purchase - please keep this in mind when calculating your estimate;
 - 4) Purchase Order (PO) must list description and business justification of desired items needing to be purchased;
 - 5) Buyer must list shopper(s)' first and last name(s) on the PO;
 - 6) Department Buyer provides shopper with a copy of the PO (shopper(s) must have the PO with them when picking up the card and shopping at Costco).

- ✓ Buyer emails/calls Procurement Services and reserves the Costco card. Please note the card is only available for 2 hour reservations from 9:00am-3:00pm, Monday through Friday.

catbuy@ucmerced.edu

(209) 228-2437

- ✓ Shopper picks up the Costco card from the Procurement Services Department located at the Mondo building (1715 Canal St.) in downtown Merced.
 - 1) Procurement Services Department will take a copy of the PO and verify the shopper's name is listed.

- ✓ Shopper arrives at Costco and notifies Costco's manager they will be shopping with a PO issued by UC Merced.

- ✓ During checkout, the shopper is given a receipt accompanied by a carbon copy listing UC Merced's PO#.

- ✓ Shopper returns the Costco Card to Procurement Services in Mondo.
 - 1) Procurement Services makes and files a copy of the receipt and the carbon copy for record.

- ✓ Shopper returns to their department and *immediately* provides Department Buyer with the copy of the receipt & carbon copy.

- ✓ Department Buyer *immediately* completes a Change Order in CatBuy and sends the invoice to UCLA for ASAP payment. (Costco has a very short billing term.)

ANY OUTSTANDING INVOICES THAT GO UNPAID WILL CAUSE UC MERCED'S ACCOUNT TO BE PLACED ON HOLD. DEPARTMENTS THAT ARE REPEATEDLY DELINQUENT MAY LOSE THE PRIVILEGE OF UTILIZING THE COSTCO ACCOUNT AT THE DISCRETION OF THE PROCUREMENT SERVICES DEPARTMENT.

THE UNIVERSITY COSTCO CARD IS NOT TO BE USED FOR PERSONAL USE.