

Sam's Club Membership Request Form

Employee Name: _____

Department: _____

Employee Phone: _____

Office (Room#): _____

Employee Email: _____

Default Account: _____

Supervisor Name: _____

Campus: Main / Callier Richardson

Callier Dallas

I, the employee named above, am requesting a Sam's Club Membership Card purchasing tool for UTD business ONLY and as such certify that the following conditions are true:

- I have signature authority against my Default Account, or my supervisor does.
- I understand that this service is to be used for official UTD business purposes only.
- I understand there will be a \$15.00 annual fee for this card and this fee will be charged to my UTD default account.
- Use of the Sam's Club purchases is in conjunction with the SOS (Small Order System).
- I understand if I do not have signature authority for the account used, that my supervisor will need to review and approve any SOS's which I place before Sam's Club to process them. I further understand that approving my own transactions by virtue of account access is a violation of UTD policy and possibly of Texas State Law.
- I understand that the Sam's Club Card and SOS should only be used when adequate funds are available in the applicable UTD account.
- I understand that the green and blue copies of the SOS along with the register receipt for goods should be given to Procurement within 24 hours of the purchase.
- I understand that misuse of the Sam's Club Membership may lead to revocation of my access to Sam's Club, and possibly additional disciplinary action as deemed appropriate by The University of Texas at Dallas.
- I understand that my Sam's Club Membership account must be approved by the UTD's Department of Procurement Management, and that submitting this form does not automatically grant access to these services.

Agreed:

Employee Signature and Date: _____

Supervisor Signature and Date: _____

Fax to 2348 or send via campus mail to AD 34