

SOUTHEASTERN UNIVERSITY | SAM'S CLUB MEMBERSHIP AGREEMENT

EMAIL COMPLETED FORM TO PROCUREMENT@SEU.EDU

I understand, accept, and agree to the following terms and conditions that apply to my access to, and use of Southeastern University's Sam's Club Membership.

Dual Purpose of the Southeastern University Sam's Club Membership

1. It confirms that you have an active Sam's Club membership and may access the facility for shopping.
2. It allows you to purchase items for official university purposes that may be charged to your SEU-issued credit card, allocating the costs to your department.

All university purchases made with the card are exempt from sales tax, saving your department valuable budget dollars. You must have the card with you when shopping at Sam's Club—even if you plan to purchase only personal items with another form of payment.

University Purchases

Sam's Club purchases for Southeastern University must be made using both your Sam's Club Membership card and your university-issued credit card. All purchases made for university purposes must reflect normal and customary business expenses and are subject to audit.

Do not use personal forms of payment for any university purchases. Original receipts must be submitted, and P-Card allocations must be reconciled accordingly.

Personal Purchases

You may use your Sam's Club card for personal purchases, but the following steps are required:

1. Separate your purchases between university and personal items so each can be rung up separately.
2. Pay for university items first using your Sam's Club card and university-issued credit card so that they are tax-exempt.
3. Inform the cashier to apply sales tax to personal items.
4. Use cash or a personal form of payment for personal purchases — never the university-issued credit card.

Note: Purchases made with personal funds must not be processed as tax-exempt, even if later reimbursed by the University.

Paying for the Membership

Sam's Club charges an Annual Membership Fee of \$50–\$60 per cardmember. This fee is charged to the employee's respective department.

Membership is Non-Transferable

Membership privileges terminate upon the end of employment and are non-transferable.

GL Account for Membership Fee

				66430
Fund	Program	Campus	Department	Membership Object Code

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Employee Name

Employee Signature

Employee Birthdate
mm/dd/yyyy

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Employee Email Address

Employee Cell Phone Number

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Supervisor Name

Supervisor Signature

Date