

Costco Purchases Process

**This process is for the Mishawaka, IN Costco only
University of Notre Dame Membership #111844281557**

For University Faculty and Staff

In an effort to control the cost of membership across campus, Procurement Services established a University membership at Costco which eliminates the need for departments and employees to purchase individual memberships. It is recommended that Notre Dame faculty and staff purchase refreshments through Vending and Concessions whenever possible. A list of all the products that can be conveniently ordered and delivered to your department is located at <http://food.nd.edu/vending>. Costco should not be used to circumvent current University contracts with preferred suppliers, e.g., Lenovo, Office Depot, etc. The University membership is sales tax exempt and therefore cannot be used for personal purchases.

A University Purchase Order, issued through buyND is required for purchases. Costco does not accept the University Pro-card or Travel card and a personal credit card cannot be used with the University Costco account.

Before you go to Costco:

1. Complete a non-catalog requisition form in buyND. Identify Costco as the supplier, identify the goods to be purchased and estimate the total price of the purchase. For example,
Description: Party supplies for kick off meeting. Not to exceed \$200.00
Quantity: 1
Unit of Measure: Lot
Price: \$200.00.
2. If you need pricing on an item(s) please call the store (574-401-7004).
3. At this time, Costco cannot accept blanket POs
4. For a large quantity of one item, please call ahead to check availability.
5. Once a Purchase Order is issued (The PO has a number that begins with a "P"), print the PO and take it with you to Costco, along with your Notre Dame ID card. The POs will not be automatically sent to Costco.

When you arrive at Costco:

1. Identify yourself as a University of Notre Dame employee to any Costco team member wearing a red vest. Let them know you are using a purchase order. You may be asked for your ND ID card.
2. Select your items and proceed with the checkout directions the Costco team member gives you.
3. The order will be processed under the University's membership and you will be asked to sign and print your name on the receipt. **Save your receipt, it is the only invoice you will receive and is the required document to give to AP for payment the PO number will be the Invoice Number.** If you misplace your receipt, call Costco (574-401-7004) and ask to speak to a manager.

Payment for purchase order:

1. Enter the PO number on the Receipt, and forward the Costco receipt and a copy of the PO to Accounts Payable.
2. Create a Cost Receipt in buyND for the actual amount of the purchase.

Costco invoice contact at Notre Dame: Luci Spaulding (spauld1@nd.edu) or 574-631-7925

Costco ordering contact at Notre Dame: Eileen Miller (emiller2@nd.edu) 574-631-2834

Frequently Asked Questions

1. Does Costco deliver?

Costco does not deliver to campus at this time.

2. Can I fax an order to Costco and then pick it up?

Yes, if you know the exact items and quantity you want to order, you can enter them by line on the PO. After the PO is issued, print it, and fax to 574-401-7015 and follow up with a call to make sure they received it and to let them know when you expect to pick it up. Follow the instructions above for receiving and payment of invoice.

3. Can I buy things for myself and pay cash.

No, you may not make personal purchases since the Notre Dame membership is tax exempt and as an individual you must pay sales tax.