

PSU Business Affairs Office
Purchasing Office
Costco Warehouse Program

CARD USER AGREEMENT

For each use of the Costco membership and charge cards, the PSU employee using the card must complete and sign the following agreement.

I understand that I am receiving PSU's Costco Membership and charge cards to gain admittance and make purchases at Costco. **These cards and the original receipt will be promptly returned** to the PSU Purchasing Office by the following date/time:_____.

All items selected and paid for are necessary for my program and will be charged to the appropriate **index** and **account codes** (listed below.)

I understand that I will not purchase any items for personal use. I understand that the purchase of alcoholic beverages is forbidden. I also understand that it is not to be used for services/repairs such as photo processing and tire repair.

I understand that if any purchases made are used for Hosting, I will include an agenda and a list of attendees with our JV distribution.

In the event any item(s) is/are returned to Costco for cash, I will promptly return the cash to my department for the cost of the items purchased.

Index to be Billed:_____

Account code:_____

Your name:_____

Contact Phone Number:_____

PSU Dept./Advisor (for student groups):_____

Grant Name (if applicable):_____

Signature:_____

Date

BAO Notes: