

Contract Summary

Contract Vendor: Costco
3130 Killdeer Avenue
Albany, OR 97321

Contract Number: S728102S

Other Agencies: Other agency usage not permitted.

Commodity: Office products, hardware

Contract Term: Present to 5/1/09

Product Leadtime: Pick Up

Special Payment Terms: When you purchase items the receipt you receive is YOUR INVOICE. It is very important that you take your receipt to your bookkeeper for payment processing.

Shipping Terms: Pick up. Free shipping on phone/fax orders if delivered on routine delivery.

Warranty: N/A

OSU Contract Administrator: Shannon Fanourakis, PaCS
(541)737-6995
Shannon.Fanourakis@oregonstate.edu

Primary OSU Contact: Marie Franzwa
Cell (541) 602-0809
Fax (541) 918-7057

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To Obtain Pricing: Go to store or request Costco Wholesale business catalog.

To Place an Order or "HOW TO UTILIZE THE COSTCO PO PROGRAM":

1. The PO Program is offered only through the **Eugene or Albany Costco** location.
2. This program is for departmental purchases only and not for personal use.
3. To become an authorized person, OSU personnel shall have on file at OSU PaCS and at Costco (faxed to Costco by OSU PaCS) their signature and department name.
4. Come to the PaCS office at 644 SW 13th Street (Property Management building) and request to have your name added to the Costco Wholesale Purchase Order Authorization. We will need your to know your department, department head name, and name and signature of the person responsible for utilizing the program. OSU Purchasing will then verify with your department head.
5. Authorized OSU personnel shall gain access to the store by the display of an OSU "Purchase Order" and stating that they are wishing to utilize the OSU Purchase Order program (no Costco card will be required).
6. The authorized OSU personnel utilizing the PO program shall list their Department Index number as the Purchase Order number.
7. Costco shall verify that the person attempting to utilize the PO program is an authorized person by checking the list of authorized persons as provided by OSU PaCC. If the person is not authorized, the purchase shall not be allowed.
8. No alcohol will be allowed to be purchased.
9. The buyer shall take the receipt (serves as your invoice) back to their departmental accounts payable person for payment.

To Return an Item: Go to store

Additional Services Offered: N/A

Miscellaneous:

BACKGROUND:

Costco Wholesale is a warehouse store that offers a variety of items at discounted prices. Traditionally, Costco has been a popular alternative for some types of Departmental purchases. In our efforts to add value to the purchasing process, OSU PaCS reviewed the way that this has usually worked, then designed a better, more effective way for OSU Departments to purchase from Costco.

BENEFITS:

A few of the key benefits of the new OSU Costco Purchase Order (PO) Program are:

1. No Costco card is required to gain access to the store. All you need is an OSU Purchase Order. This can be a Word Processing document "Purchase Order". It does not have to be a Banner Purchase Order.
2. Billing using your department index number as a Purchase Order number rather than reimbursing the person making the purchase.
3. Improved system for recordkeeping.