



OSU Costco Program Summary

VENDOR:

Costco - Albany
3130 Killdeer Avenue
Albany, OR 97321
(541) 918-7043
[Map & Hours](#)

Costco - Eugene
2828 Chad Drive
Eugene, OR 97408
(541) 285-2000
[Map & Hours](#)

Costco - Hillsboro
1255 NE 48th Avenue
Hillsboro, OR 97124
(503) 681-2800
[Map & Hours](#)

PRODUCT/SERVICES:

Warehouse wholesale consumer products **EXCLUDING alcohol and tobacco.**

HOW TO USE THIS PROGRAM:

In-Store Purchases:

1. The In-Store Costco Program is offered only through the **Albany, Eugene or Hillsboro** Costco locations.
2. If you have not registered online to become an authorized Costco purchaser, visit the [Costco Program - Authorized Purchaser Request](#) page and fill out all required fields. Your information will be verified and once you have been approved, you will receive an email stating you are authorized to purchase at Costco and your name will be added to the Authorized Purchaser List. **Only OSU employees with a Faculty or Staff ID** will be authorized to make purchases through this program.
3. Fill out the "Costco Wholesale OSU Purchase Order" form located on the [Costco web page](#), print out a copy and sign it (you can use an estimated total on this form).
4. Authorized OSU employees may gain access to the store by displaying a completed "Costco Wholesale OSU Purchase Order" form. A Costco card is NOT required but you will be asked to show your OSU Employee ID.
5. After entering Costco, contact a Costco Supervisor, (the ladies and gentlemen in front of the cash registers with a red vest on). Tell them you are with OSU and you have an OSU P.O. to purchase items. The supervisor should check your OSU Employee ID and the OSU Authorized Purchaser List to verify you can purchase, then you will be allowed to shop. Once you are done shopping, go the check out and tell the cashier that this purchase is on an OSU P.O. The Cashier may ask to see your OSU ID. Cashier will keep the OSU PO; you will receive a sales receipt and the Costco PO.
6. When you purchase items, **the receipt you receive is *YOUR INVOICE***. It is very important that you take the receipt back to your accounts payable contact for prompt payment. The accounts payable contact should include the Costco purchase date as the invoice number (in mm/dd/yy format) on the check sent to Costco. ***Be sure the person entering the payment into Banner selects the correct VP address for the correct Costco store.***

Online Purchases:

- You cannot use a Purchase Order for online purchases – you must pay by credit card
- Use the OSU member number 111782893988
- For the origin address, use 644 SW 13th St., Corvallis OR 97333
- Use the appropriate ship to address for your delivery

PRICING:

Priced at time of order (call the store, go to the store or check the [Costco](#) website)

GENERAL INFORMATION:

PaCS Tracker Number: 157000

Start Date: 03/10/1998

End Date: 03/31/2018 - with option to renew annually

PAYMENT DUE DATE

As our courtesy to Costco for their services, Costco would like payment in net **15 days**.

ADDITIONAL INFORMATION:

- This program is for **departmental purchases only** and not for personal use.
- Purchase totals must be **under \$5,000**

QUESTIONS:

For questions about this program, please contact:
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Michele.Andersen@oregonstate.edu