# OSU Costco Program Summary

## VENDOR:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costco - Albany</td>
<td>3130 Killdeer Avenue</td>
<td>Albany</td>
<td>OR</td>
<td>(541) 918-7043</td>
</tr>
<tr>
<td>Costco - Eugene</td>
<td>2828 Chad Drive</td>
<td>Eugene</td>
<td>OR</td>
<td>(541) 285-2000</td>
</tr>
<tr>
<td>Costco - Hillsboro</td>
<td>1255 NE 48th Avenue</td>
<td>Hillsboro</td>
<td>OR</td>
<td>(503) 681-2800</td>
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</tbody>
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## PRODUCT/SERVICES:

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

## HOW TO USE THIS PROGRAM:

### In-Store Purchases:

- The In-Store Costco Purchase Order Program currently offered at the Albany, Eugene and Hillsboro Costco locations will end **DECEMBER 31, 2017**. Starting January 1, 2018 department purchases can be made using an OSU procurement card (Pcard). NOTE: All Pcard policies and restrictions will apply to all transactions at Costco. Current Pcard policy can be found at [OSU Pcard Policy](#). A complete list of restricted Pcard purchase types or items can be found at [Restricted Purchase Types](#). All questions related to the OSU Pcard, Pcard Policy or the use of the Pcard at Costco should be directed to [baff.accounting@oregonstate.edu](mailto:baff.accounting@oregonstate.edu).

- OSU employees, shopping on behalf of their department, may gain access to the store by displaying their current OSU Employee ID to the greeter at the entrance door and indicating you are shopping on behalf of OSU. You may then proceed into the store and shop. Once you have completed your shopping you will go to the checkout stand to pay for the purchases. You will need to provide the cashier with your OSU ID, the OSU Costco Membership ID number and your OSU Pcard. The cashier will validate your employee ID, enter the membership number into the register and then proceed with ringing up the purchases. You will then pay with the Pcard. **For ease of transaction, it is recommended that you put a label with the Costco Membership number on the back of the Pcard or OSU ID so that it is readily available at the check stand.**

### 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

## MEMBERSHIP NUMBER (IN-STORE PURCHASES) 111782893988

## PRICING:

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

## GENERAL INFORMATION:

## ADDITIONAL INFORMATION:

- Pcard use at Costco 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:
Jennifer Koehne, PCMM, (541) 737-7353
[jennifer.koehne@oregonstate.edu](mailto:jennifer.koehne@oregonstate.edu)