

## ATTENTION OSU FACULTY & STAFF EMPLOYEES!!

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OSU has a program with Costco so that authorized OSU employees\* can shop for goods for OSU departments in person at the Albany, Eugene or Hillsboro Costco locations (or order online from the Costco web site). This program is for OSU business related purchases and not for personal purchases.

**If you are a current authorized Costco purchaser**, you will need to sign up using the **New Costco Authorized Purchaser Request** form on the Procurement and Contract Services web site. Any future authorized purchaser requests will also need to sign up using this new form.

Go to <http://fa.oregonstate.edu/pacs/procurement/buy-orange/costco-program> and click on the "Authorized Purchaser Request" link. Fill in ***all the information fields***, and click Submit. This information will be sent to Procurement for review and approval for your purchasing at Costco.

You will receive an email for your submission, then a follow up email once you are approved for purchasing at Costco.

Before you go to Costco to shop, you can fill out the online Costco Wholesale OSU Purchase Order Form located at [fa.oregonstate.edu/pacs/procurement/buy-orange/costco-program](http://fa.oregonstate.edu/pacs/procurement/buy-orange/costco-program) (you can estimate the total cost on this form). Fill out and print out this form to take to Costco along with your **OSU ID** to shop. The updated **OSU Costco Program Summary** on [fa.oregonstate.edu/pacs/procurement/buy-orange/costco-program](http://fa.oregonstate.edu/pacs/procurement/buy-orange/costco-program) explains the process in more detail.

**NOTE:** The past authorized purchaser lists for Costco **will not be valid after 8/31/12.**

Should you have any questions concerning the purchasing process with Costco, please feel free to contact Amy Donnelly at 541-737-3571.

**\*Only OSU Employees with a Faculty or Staff ID will be authorized to use this program (no students).**

