

As of January 1, 2022, Departments who wish to make purchases at Costco in-store and online will need to set up their own departmental Costco membership. Below are the steps you will need to take to obtain department membership(s).

1. **Membership Level:** Determine the right membership for your department(s). Costco offers 2 membership levels:

Membership Level	Gold Star 	Business Executive 
<b>Current Annual Cost</b>	\$60*	\$120* (Optional: +\$60/additional Gold Star sub-membership)
<b># of Cards/Shoppers</b>	2 maximum	2 (Optional: may add shoppers with additional Gold Star sub-memberships)
<b>Additional Information</b>	- No rewards program - No additional shoppers	- 2% rewards rebate - Can add shoppers with additional Gold Star memberships as sub-memberships at \$60/membership.

\*Current membership prices as of 10/18/21 and are subject to change.

2. **Apply:** Email the following application information to Costco to set-up your membership. Please allow three (3) business days for Costco to process your request.

- **Email:** [w682mbr@costco.com](mailto:w682mbr@costco.com)
  - OSU Department name.
  - Full names of the dedicated shoppers under the membership(s) to be listed on the membership cards.
  - Department Address.
  - Membership level(s). If a department is looking to set-up multiple memberships under one Business Executive Membership, they will need to clearly indicate that in the email to Costco.
  - OPTIONAL:** the name of the designated Administrator for the membership. The Administrator is a person in your group who would manage membership changes, renewals, issues, and rebate checks. The department may add a membership Administrator at any time.

3. **Membership Payment.** The department will need to pay for their membership prior to membership being created. Costco will reach out to the requestor to set-up a payment option. Payment options are outlined below:

<b>OSU P-card</b>	Use your OSU p-card to purchase over the phone with a Costco representative.
<b>OSU Check</b>	Your accounting team can assist with a check request for payment. The check will need to be issued to the Costco in Albany, Oregon. Department will need to enter their Department Name in the Invoice Number to help Costco match payment to membership request.

4. **Membership Cards:** At anytime after the full payment of your membership(s), **ALL** dedicated shoppers under an account or sub-account will need to:

- Go to a Costco Store Customer Service Desk and present photo identification.
- Have their picture taken.
- Pick-up their membership card.