

Costco Account Procedures

Applicability	All	
Last Revised	07/19/2016	
Procedure Owner	Andrew Grant agrant@bgsu.edu	
Governing Body	Business Operations	
SAS 112 Applic.	No	

Introduction:

Business Operations has oversight of the Costco Purchasing Account, the distribution of all Costco cards and items purchased by Bowling Green State University (BGSU). Centralization of this program is important to ensure compliance for BGSU and BGSU employees who use this account. The goal is to provide cost savings for departments that have the need to purchase items in bulk for department approved purchases.

Use and Restrictions:

Costco account cards can be distributed to individual departments or checked out and returned from Purchasing based on the volume of purchases made from Costco. Purchases made on the Costco account will be made using the department's BGSU PCard. When using BGSU's Costco account for purchases, employees are required to follow the University's Pcard policies and procedures that are currently in place and located at:

<http://www.bgsu.edu/purchasing/purchasing-card-administration.html>

Prior to using the Costco account, employees are responsible for obtaining approval from the appropriate Budget Administrator. If the employee currently holds the role of Budget Administrator, then approval must be obtained from the Senior Administrator.

Guidelines for Use:

- Purchases must be made using the department's BGSU PCard.
- No personal items may be purchased using the BGSU Costco membership.
- BGSU purchases must be made under the BGSU Costco membership, not a personal membership.
- The Budget Administrator is responsible for obtaining the BGSU Costco membership card from any employee whose employment status has changed.
- If the BGSU Costco membership card is lost, misplaced or stolen, the cardholder is responsible for informing the Purchasing Department (419) 372-8595.

Compliance:

Business Operations, Internal Audit and others may investigate use of the Costco membership card and the BGSU PCard to ensure compliance. If non-compliance (misuse) is found, the department head will be notified and further access to the program may be suspended or terminated. In addition, if a staff member

is found to be using Costco account card access for personal use, the matter may be turned over to the Department of Public Safety, Internal Audit, or other departments as appropriate.

Certification of Use:

I certify that the Costco membership will be used in accordance with the Use and Restrictions stated above. I further understand that Business Operations, Internal Audit, and others may investigate use of this access to confirm compliance. Suspension and/or termination of this access may be the result in the event of non-compliance. I will notify Business Operations if access is no longer needed.

Cardholder Signature _____ Date _____

Signature Name Printed _____

Budget Administrator Signature _____ Date _____

Signature Name Printed _____

Senior Administrator Signature _____ Date _____

(Required if cardholder is the budget admin)

Signature Name Printed _____

***Once signed please return to the Purchasing Department through Campus Mail or email to purchasing@bgsu.edu.