



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Wholesale Products	Contract #: Non-contract supplier therefore Purchasing guidelines must be followed
Vendor: Costco Wholesale	Effective Date: 6/3/09
OMNI Vendor ID#: 34194	DMBE Certified: No
Address: Costco Wholesale Account # 111792630744 4067 Lagniappe Way Tallahassee, FL 32317	Payment Terms: Net 30 days
Contact: Kimberly Piwinski Marketing/Membership Manager Phone: 850-219-2522	Purchasing Card Can Be Used: For online website orders only (not in store).
Phone: 850-219-2500	Fax: 850-219-2504
E-Mail: w01026mbr@costco.com	Website: www.costco.com
Purchasing Specialist: Karen Gibson kgibson@admin.fsu.edu 850-644-9729	Procure to Pay Team: Purchasing: Karen Gibson (kgibson@admin.fsu.edu) Accounts Payable: Mike Anestor (manestor@admin.fsu.edu)

Contract Information:

Note: a membership card is not necessary when using this agreement (see instructions below):

Vendor will allow you to shop at the local store by showing your purchase order and showing your FSU employee ID. Purchase orders can be itemized if you know the price(s) or blanket purchase orders can be used for approved items (types of items must be approved in advance by Purchasing Services). After shopping for items, proceed to cashier for checkout as normal. Costco will accept PO at checkout and invoice FSU net 30 days. Please identify at point of sale, tax exempt status to the cashier.

If order is \$300 or more, you can fax your PO to Costco and they will pull items from shelf in advance and have ready for pickup next day.

Foundation checks are accepted at checkout for purchases as long as you have the Costco Account number listed above.

P-card can also be used for online purchases only. Be sure to use the Costco account number listed in the above address when making an online purchase with your FSU P-card.

Note: For large volume purchases contact Kimberly Piwinski (see above) for volume discount pricing via purchase order only.

Costco is not to be used to circumvent established FSU contracts, notably for paper, toner, office supplies and computers. Contact Purchasing Services for questions regarding contract vs. non-contract purchases. Total purchases of \$6000 and above require competitive price quotes through Purchasing Services.

P-card guidelines MUST also be followed for all p-card purchases online and are subject to post audit.

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Updated: July 22, 2008