




The University of New Mexico

Purchasing and University Services
UNM Business Center
Suite 2600 / MSC01 1240
Albuquerque, NM 87131-0001
Telephone (505) 277-2036
FAX (505) 277-7774

Memorandum

To: Deans, Directors & Administrators

From: Bruce Cherrin, Director of Procurement Services 

Subject: Costco and Sam's Club Memberships & Purchases

Date: March 16, 2006

The Purchasing department has made arrangements for Costco membership cards to be available for departments to utilize for University business purchases. These cards may be checked out from the Purchasing department in the UNM Business Center, Suite 2600. The Purchasing department is the only University department authorized to obtain Costco memberships in the name of the University of New Mexico or to associate memberships with the University of New Mexico. Sam's Club current business policies do not allow the University to offer Sam's Club membership cards for departmental use. Memberships purchased outside of the Purchasing department are considered personal expenditures and are to be purchased using non-University funds.

Many departments have requested additional cards for keeping in their respective departments or have obtained membership cards on their own for convenience purposes. Unfortunately, because of potential gross receipts tax and fraud liability issues, we are unable to accommodate the request for additional cards and cannot approve of memberships purchased by any department outside of the Purchasing department and sincerely regret having to take this position. Please keep in mind that Wal-Mart may be an alternative option to consider for meeting your procurement needs as they accept the University P-Card and have comparable pricing.

If you have any questions, please contact the Purchasing department at 277-2036 or purch@unm.edu.