



## Business Services Department

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### SAM'S CLUB PROGRAM

**IMPORTANT NOTE: Departments are not required to use Sam's Club for their grocery needs; Wal-Mart, Dierbergs and Schnucks all accept American Express and can be used.**

Departments can open new accounts directly with Sam's Club using their American Express Card. Having individual department accounts will streamline the invoice and PO process and ensure that the accounts are not put on hold due to other department's outstanding taxes. Additionally, it will allow each department to obtain a purchase history on their individual accounts.

If a department does want to open a Sam's Club, there are two levels of membership.

- **Business Membership:** The Business Membership has an annual cost of \$45.00, which includes membership for two cardholders. Up to 8 additional members can be added to an account for an additional \$45.00 per member.
- **Plus Membership:** The Plus Membership has an annual cost of \$45.00, which includes membership for two cardholders. Up to 16 additional members can be added to an account for an additional \$45.00 per member.

Members should bring photo identification to these membership drives, as well as a p-card to pay for the membership. If a department is unable to stop by one of the membership events, they can contact our Sam's representative, Gennalle Redmond, at [gdredmo.s06474.us@samsclub.com](mailto:gdredmo.s06474.us@samsclub.com) or by telephone at (314)406-6740 to set up an account.

Please contact Andrew Chism at [Andrew.chism@slu.edu](mailto:Andrew.chism@slu.edu) or 977-3725 for questions about memberships