



GUIDE WHEN USING AN OPEN PO TO SHOP AT COSTCO

- Please take a copy of the most current Purchase Order with your authorized name listed as an authorized user to Costco. You can choose to use your personal Costco membership card or use the Fullerton SD Costco membership card located in the Purchasing Department. The FSD card can be checked out by contacting Purchasing at (714) 447-2846.
- Upon arrival identify yourself to a front end Supervisor (wearing a red vest) as a member of the Fullerton SD who is purchasing with a Purchase Order.
- Begin shopping.
- Upon checkout at the register the Costco Supervisor will make a copy of the Purchase Order, the membership card and receipt.
- Please submit your receipts to your site office immediately to the District site office staff is responsible for submitting receipts Office/Accounts Payable according to district policy.

ONLY AUTHORIZED PERSONNEL LISTED ON THE P.O. CAN SHOP

Costco

Please submit your receipts to your site office immediately upon return to your school site/department.

