

Sam's Wholesale Club Membership Request Form
For Internal Departmental Use**
(to be completed by renewing member)

As part of my job responsibility at Illinois State University I frequently make purchases at Sam's Warehouse club for University related needs. The membership is also available for personal use. When renewing membership for the next year actual usage should be completed below. Business usage should be over 50% for every year there is an active membership.

Please note the Plus membership is not an option. Other vendors, namely Office Max, offer free shipping and additional discounts.

Prior year dollar usage and percent allocation:

Business _____

Personal _____

Total must equal 100 %

Signature of primary cardholder _____ Date _____

Signature of secondary cardholder _____ Date _____
(if applicable)

Signature of Supervisor _____ Date _____

**Please maintain this form within the Department to support valid Business purpose