

Sam's Club Receipt Form

Standing (Blanket) PO # _____

Account Line # _____

Attach Sales Receipt here below. **Use one form per receipt!**

School or Department

If Department, which Location: _____

Location # _____

TOTAL Expenditure \$ _____

Signature of person using the card

Expenditure Details:

Supplies: \$ _____

Explain how items will be used: _____

Food: \$ _____

Explain how items will be used: _____

Other: \$ _____

Explain how items will be used: _____

Principal/Administrator's Authorization Signature/Date

**Reminder: Receipts are due to Accounts Payable
by 3 p.m. the last working day of the week in which
the purchase was made, (usually Friday).**

Failure to do so, may result in the loss of your membership
as part of the District's Sam's Club Direct Account program.