

Store Account/Cards

Resources:

- [Section 01-03.00 Safeguarding of Assets](#)
- [Section 07-03.02 Employee Recognition](#)
- [Section 07-04.00 Purchasing Card](#)
- [Section 08-00.00 Payment Processing](#)

Purpose:

This section establishes internal controls and procedures to be followed when purchasing from local establishments with a deferred payment arrangement (typically a charge ledger that will be settled at least monthly).

Policy:

1. Government agencies are not permitted to purchase store membership cards (i.e. COSTCO/Sam's Club).
2. A free store "Loyalty Account Card" (i.e., Smith's, Harmon's, etc. and not to be confused with a store "Credit Card") can be used when making purchases for the court. This loyalty account card can be in the name of the employee or the courts. These types of cards are similar to airline frequent flyer clubs as they offer some type of discount to the member based on use.
3. A state purchasing card ("P-card") can be utilized with a personal membership (i.e. Costco) or store loyalty card (i.e. Kroger/Smiths) to pay for purchases as long as sales tax is not charged/paid.
4. Buying items from Costco or Sam's Club is not meant to replace making purchases from State contract vendors. These stores should only be used if the items purchased are not on state contract or are not available from state contract vendors and are needed in a timely manner.
5. Employees are allowed to be reimbursed for a purchase made with their personal credit cards under their personal warehouse club membership with approval from their manager (may include tax). These small item purchases (under \$1,000) are generally classified as items that aren't available on state contract.
6. Contact AOC Purchasing for guidance.