

**PSU Business Affairs Office**  
Purchasing Office  
Costco Warehouse Program

**CARD USER AGREEMENT**

*For each use of the Costco membership and charge cards, the PSU employee using the card must complete and sign the following agreement.*

I understand that I am receiving PSU's Costco Membership and charge cards to gain admittance and make purchases at Costco. **These cards and the original receipt will be promptly returned** to the PSU Purchasing Office by the following date/time:\_\_\_\_\_.

All items selected and paid for are necessary for my program and will be charged to the appropriate **index** and **account codes** (listed below.)

*I understand that I will not purchase any items for personal use. I understand that the purchase of alcoholic beverages is forbidden. I also understand that it is not to be used for services/repairs such as photo processing and tire repair.*

I understand that if any purchases made are used for Hosting, I will include an agenda and a list of attendees with our JV distribution.

In the event any item(s) is/are returned to Costco for cash, I will promptly return the cash to my department for the cost of the items purchased.

**Index to be Billed:**\_\_\_\_\_

**Account code:**\_\_\_\_\_

**Your name:**\_\_\_\_\_

**Contact Phone Number:**\_\_\_\_\_

**PSU Dept./Advisor** (for student groups):\_\_\_\_\_

**Grant Name (if applicable):**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Date**

BAO Notes: