

Sam's Club Warehouse Pickup's

Effective August 1, 2018

Monday is the Deadline for submitting Sam's Wholesale Club pick up requests to Sam's and into Eduphoria

All GPISD warehouse pickup requests for Sam's Wholesale Club will require the following:

Financial Clerks

1. Online purchases are recommended with approved purchase orders.
2. Notes on the orders to Sam's for GPISD warehouse to pick up must include:
 - a. Order number(s) issued by Sam's Wholesale Club - REQUIRED
 - b. Add lnutt@galenaparkisd.com for email notifications
 - c. On the person picking up the order enter: GPISD Warehouse Personnel
 - d. Comments must include: "Items must be palletized and wrapped"
3. **Effective immediately:**
 - a. Once the Sam's Wholesale Club order has been placed.
 - b. Go into Eduphoria/Help Desk/ Warehouse/ Warehouse Special Delivery Request (submit campus/department request for the warehouse to schedule pickup). You must enter your order number in the comments section.
 - c. Monday, is the Deadline for submitting Sam's pickup request for Wednesday. The pick-up time is 9am to insure that it is ready by 1pm.
 - d. If your order is not pre-paid, you must deliver the original receipt to the Warehouse Services Office in the Administration Building.
 - e. You may go and pay for your items on the day of pick-up and wait for the Warehouse Personnel to arrive at 1pm.

GPISD Warehouse

4. *Verify staff availability for pickup:*
 - a. Review eduphoria requests
 - b. Review email notifications – sent by Sam's Wholesale Club
 - c. Special orders follow same process – but scheduled at least a week in advance

GPISD Warehouse Driver

5. *Go into Sam's with Order numbers*
 - a. At Kiosk Scan/key in Order number(s) being picked up
 - b. At Register – A Sam's employee will verify receipt – confirm pickup is ready
 - c. Driver will drive to the back of Sam's and pickup orders

If you have any questions or need further information, please contact our office.

Note: Once purchasing sends a letter for a card to be issued – that individual takes the letter to Sam's Club customer service to be added on GPISD's account. If the District Sam's Card issued or currently being used does not allow you to pay for orders online, please contact Sam's Club using phone number located on back of card. Their customer service representative will make add online payment capabilities to card.