**Memberships**

**SAM’s Memberships**

* **Requesting a Sam’s Club Membership**
	+ - Contact Disbursement Services and request a Sam’s Club application. An original application must be filled out. It cannot be a copy.
			* Email: disbursements@ufl.edu
			* Phone: 352-392-1241
		- Present the completed application, along with the tax-exempt certificate and credit references to Customer Service at your local SAM’s.
			* Credit references can be requested from Disbursements at myufmarketplace@ufl.edu
			* The name on the business account should be UF IFAS Extension \_\_\_\_\_\_\_\_\_\_\_\_\_ County.
	+ **Paying for the membership**
		- Sam’s will bill an annual $50 Administrative Fee
		- Additionally, the 1st member will have an annual $35 Membership Fee and each additional employee that needs a card will have a $15 fee.
		- When you receive the statement for the annual membership fees, please pay using your UF PCard.
	+ **Additional information is available from Procurement Services at:** [**https://procurement.ufl.edu/uf-departments/how-to-purchase-from-gainesvilles-sams-club/**](https://procurement.ufl.edu/uf-departments/how-to-purchase-from-gainesvilles-sams-club/)

Although this specifically states the Gainesville location, the information is applicable to all Departments/Locations.

**BJ’s Wholesale Club Business Membership**

* + Must choose the Regular Membership, rather than the Rewards Membership
	+ Regular Membership is $55 annually for 2, then $30 for each additional member after the initial 2
	+ When applying will need Tax Exempt Certificate, as well as UF identification (Business Cards, UFID or PCard with UF and your Name)
		- No banking information will need to be provided
	+ Pay with PCard at time of purchase