



Order#

Office of Financial Services

Costco Fax and Pull Purchase Authorization

Account number(s) to be charged:

FUND	ACTIVITY	OBJECT	AMOUNT/% (must equal 100%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signatures as required:

_____	_____	_____
Initiated by	Signature	Date
_____	_____	_____
Budget Officer	Signature	Date
_____	_____	_____
Procurement	Signature	Date

By signing this form, you are confirming that this purchase is in compliance with all University policies.

Complete forms and submit to Procurement.

If food is purchased, a Food Expense Justification (Expense Settlement Form) must also be completed and attached.

Please send original receipt to Accounts Payable at apinvoices@coastal.edu

COSTCO WHOLESALE FAX AND PULL COVER SHEET

To: Duty Manager

Fax: 843-839-6629

Order#

Business name _____

Contact person and phone number _____

Date faxed _____

Expected date of pickup _____

This form must accompany all fax and pull orders.

**Costco Wholesale
1021 Oak Forest Lane
Myrtle Beach, SC 29577**

Phone: 843-839-6604 Fax: 843-839-6629



COSTCO

MYRTLE BEACH – 1021 OAK FOREST LANE, MYRTLE BEACH, SC 29577

Phone: 843-839-6604 Fax: 843-839-6629

Questions concerning this order should be directed to: Phone

Date/time order will be picked up:

Please understand that Costco is currently not pulling orders. Items must be pulled by purchaser upon arrival at Costco.

Go to Check-out Supervisor area after items are pulled and ask for the Duty Manager who will ensure that your purchases are charged to the University.

Fax and Pull Items:

Qty	Item #	Item Description		
<input type="text"/>	923103	Garden Bunch		
<input type="text"/>	923105	Premium Floral Bouquet		
<input type="text"/>	250435	Yuengling	American Beer	24/12 oz Bottles
<input type="text"/>	978917	Michelob Ultra	Ultra Lite Beer	18/12 oz Bottles
<input type="text"/>	145000	La Crema	Chardonnay	Sonoma Coast 750 ml
<input type="text"/>	896695	J Lohr Seven Oaks	Cabernet Sauvignon	Paso Robles 750 ml
<input type="text"/>	91443	Simi	Chardonnay	Sonoma County 750 ml
<input type="text"/>	775639	Folie A Deux	Menage A Trois Red	California 750 ml
<input type="text"/>	28946	Domaine Chandon	Sparkling Wine	California 750 ml
<input type="text"/>	58601	Kirkland Signature	All Occasion Napkins	4 Pack 330 Count
<input type="text"/>	96074	Marathon	Beverage Napkins 1 Ply	10"x10" 2000 Count
<input type="text"/>	127279	Solo Heavyweight	White Knives	500 Count
<input type="text"/>	127489	Solo Heavyweight	White Teaspoons	500 Count
<input type="text"/>	127509	Solo Heavyweight	White Forks	500 Count
<input type="text"/>	10960	Comet	9 oz Plastic Cup	500 Count
<input type="text"/>	7581	Classicware	7.5" Party Plates	70 Count

Additional items:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>