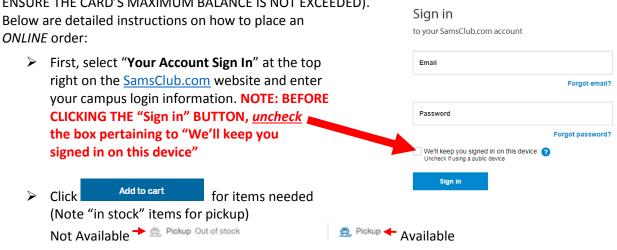


You are ready to place your Sam's order once you have completed a **Requisition Form** and received your **P.O. Number** from Skyward. If you are shopping in store please see your campus secretary for the Walmart Credit Card (PLEASE NOTE: YOU MUST SUBMIT THE RECEIPT IMMEDIATELY TO ACCOUNTS PAYABLE TO ENSURE THE CARD'S MAXIMUM BALANCE IS NOT EXCEEDED).



- Select cart : at the top, right of the webpage once you are done shopping
- Review the items in your cart for accuracy and make any necessary changes. Then, decide how you want to receive the items Shipped or In Store Pickup:

<u>SHIP</u>: If you are going to have items shipped please note delivery dates (our membership includes free shipping on "most" items)

PICK UP: If you are going to pick up items, select "Pickup" for each item but, ensure you verify your club location (listed at the top, right)
Note: Sam's will only hold your pickup order for 24 hours from your scheduled pickup time.



Select Begin checkout then

click the box next to "Mark all eligible tax exempt items" 🔽 Mark all eligible tax exempt items ;

and then select click	Agre

- Add the individual's name picking up the order as the "Additional pickup person." Verify pickup times and date. You can also enter a cell number to receive order status updates.
- You will not enter any payment/credit card information. Please log out of the account and email accounts.payable@dcisd.org and lachrisa.rains@dcisd.org that you have a SAM's order ready to process and we will email you the confirmation information once the order is complete. As a double verification, feel free to email the location, time and date you intended to select & we will do our best to double check to ensure a successful pickup experience.

We appreciate your feedback and are always here to help! If you have any questions or concerns please contact the Business Office (ext. 5914).