The Purchasing Department is not endorsing Costco memberships. Your department should decide if it is cost effective and practical in meeting your needs. We are just providing information to a frequently asked question. Also remember that the membership is not to be used to make personal purchases. Any membership level that is purchased is for University use only.

Apply for a University of Utah Costco Business Membership (to qualify for state tax exemption and pay with LPOs):

You need to contact Stan or John to complete the application before going to the Costco store

- Fill out the Business Membership Application
  - Basic Membership - $55 = 2 designated cardholders with name and picture on each card; non-transferrable
  - Executive Membership - $110 = 2 designated cardholders with name and picture on each card; non-transferrable; 2% cash back. Many departments are Executive level; the $55 upgrade fee is guaranteed. If the rebate check is less than $55, Costco pays the difference to equal $55.
  - Company Card option – additional $55 – Card is issued to the department; anyone in your department can use it (transferrable membership)

- Payment for membership – Submit an LPO to Accounts Payable and attach the completed Business Membership Application with a note to mail the application and check to Costco.
- Sales tax is charged on the membership cost only. Subsequent product purchases are sales tax exempt.

Example: Basic membership for 2 cardholders = $55 + tax = about $58.00
Basic membership + company option (transferrable) = $110 + tax = about $117
Executive Membership for 2 cardholders (rebate eligible) = $110 + tax = about $117
Executive Membership + company option (transferrable) = $165 + tax = about $175

To shop and use LPOs at Costco:
- Must sign LPO letter about LPO usage at Costco (Stan has this letter.)
- Must have University of Utah Employee ID card
- Must have Costco Business Membership card from U of U Department
- Must have signed LPO from U of U
- Only good at the Costco at 1818 South 300 West in Salt Lake