

**INTERNAL AUDITING DEPARTMENT  
CALCASIEU PARISH SCHOOL BOARD**

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To:            All Principals

From:        Charles Duhon, Internal Auditor



Date:        September 14, 1998

Subject:     Sam's Club Memberships

In the past schools were required to purchase **one** primary and **two** secondary cards in order to obtain a corporate card. This card is issued in the name of the school and can be used by anyone with a school check. It has come to our attention that Sam's Club has changed their policy regarding memberships.

Effectively immediately, schools can obtain a corporate card with the purchase of **one** primary card. Included in the \$30 fee, Sam's Club offers a complimentary spouse's card. This card is personal in nature and **must not** be obtained by the school. In addition, since the corporate card can be obtained by purchasing one primary card there is no longer the need to purchase any additional cards.

Employees are still unable to purchase cards through the school. These, also, are considered personal in nature and must not be included when purchasing Sam's Club memberships.

Thank you for your cooperation in this matter. If you have any questions, feel free to contact our office.