

LCS Application Procedure for a Costco Wholesale Membership



\$55



\$110

Membership

- You can purchase a LCS membership online with your Pcard @ Costco.com or join at the local Costco with an internal check.
- To join online, simply select a membership type and add it to your cart. Once you've made your purchase, your new member number(s) will be emailed to you, then bring the email to the Costco membership counter to pick up your cards. Otherwise, your membership cards will be delivered within 7 to 10 days via USPS.
- The membership is valid for one year at any Costco Wholesale worldwide and at Costco.com
- All memberships must be renewed annually.
 - **Business Membership - \$55**
 - Includes two individual membership cards
 - \$10 Costco gift card
 - Receive up to \$200 in Costco cash cards throughout the year
 - **Executive Membership - \$110**
 - Includes two individual membership cards
 - \$20 Costco gift card
 - Receive a 2% reward on total annual purchases
 - Receive up to \$200 in Costco cash cards throughout the year
 - **Cash Cards**
 - Costco cash card requests cannot exceed \$50 per event or \$200 per year (4 cards per year).
 - Cards must be requested at least 30 days in advance.
 - Contact Costco Marketing @ 850-219-2522 to request the card. You can submit 1 email to w01026mbr@costco.com with the 4 dates you would like to receive the card.

Payment

- Either a LCS purchase order or a LCS Pcard is accepted as payment in the store.
- When paying with a Pcard, inform the cashier what school/department you are with & they will pull your membership information.
- **Please list your school/department Costco membership # on your purchase order.**
- Receive against your open purchase order in Skyward – scan and attach your receipt. Receiving should be done within five (5) days of your purchase.
- Costco will send the Finance Department a monthly statement for the district.