

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PCARD-07
SUBJECT:	IU Amazon Business Account
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	05/20/2020
DATE OF LAST REVISION:	05/13/2022
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	To provide Indiana University employees guidelines for joining IU's Amazon business account.
PROCEDURES:	<p>You may shop at Amazon to purchase allowable goods that are compliant with Purchasing policy and procedures as outlined in policy FIN-PURCH-07: Procurement Card Program, and with prior approval from your fiscal officer. However, Amazon should not be utilized for products in lieu of existing contracts within BUY.IU.</p> <p>IU Amazon Business is the preferred method for shopping at Amazon to ensure IU's tax exemption is applied to eligible orders, and provides enhanced reporting to all accounts joined to it. It's easy to join—submit a Support Form using the options "I'm a department," "P-Card or Meeting Card," then "IU Amazon Business Account." Amazon Business accounts may be established with individual user or department group email accounts. The Card Services team will review your request and establish your account, if appropriate.</p> <p>Requirements: Amazon account associated with an IU email address, plus one or more P-Cards registered in your Amazon Wallet. <i>Personal credit cards are strictly prohibited in your IU Amazon Business account.</i></p>