

Purchasing Amazon Order Accounts

Spending Authority

- Amazon account access will be controlled by a purchase order(s) that sets the spending limit. Assess your prior year budgets to determine the spending need and budget capacity for operational supplies and materials.
- Create a purchase requisition with for the determined need and include authorized account users in the memo section.

Account Access

- New accounts will be set up with your work email.
- [Complete the Request Form](#) on page 3.
- Circle Yes for order approvals.
- Include the department budget approver.

Ordering

- Supplies Only
- No Food, Technology, or Furniture Items
- Orders < \$500 will be route to department management within Amazon.
- Orders > \$500 will route to District Purchasing for approval within Amazon.
- Do not split your order. Accounts that have split ordering will be suspended.

It is the user's responsibility to ensure they are purchasing within established guidelines. Amazon cannot limit categories of purchases.

Purchases must be for the primary purpose of supporting students or college operations

Approvals

- Orders must be approved within 7 days.
- [Order must be reasonable, allowable and necessary to conducting College business.](#)
- It is the responsibility of the Approver to [deny](#) unallowable purchase.
- P-cards can no longer be used for Amazon. P-card may be suspended if used for Amazon purchases.

Resources

GCCCD Network \ M Drive:

- Purchase Policy PU2 - Purchasing Processes
- Purchase Policy PU3 - Open Purchase Orders
- [Order Accounts](#)
 - [Prohibited Items](#)