

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Office for Financial Services
Subject:	Centralized Amazon Business
Date Issued:	April 17, 2020
Date Revised:	
Approved By:	Cabinet

I. Policy/Procedure

This procedure document sets forth the guidelines for the college's Amazon Business account.

II. Purpose

Employees are expected to compare prices and utilize the lowest price at the quality needed. The purpose of the procedure document is to inform the college community about the proper use of Centralized Amazon Business account and to ensure that the college employees are utilizing Amazon Business for college purposes and not for personal reasons. The transition is based on the current usage of Amazon by employees and does not represent an endorsement of Amazon for purchasing needs.

III. Scope

This procedure document applies to all faculty and staff of the college.

IV. Terms and Definitions

Centralized Amazon Business - Account to use for college business purposes

- should be set up with your norse-key email, do not use an e-mail alias
- is tax exempt
- offers free standard shipping on eligible orders over \$25
- enables the college to monitor college spend
- offers exclusive price discounts on some items
- should only have your college Commercial card information for purchases; if you do not have a college Commercial-card and need to purchase from Amazon, please locate someone in your department who has a card to make the purchase on your behalf
- is compliant with the Amazon purchasing policy for business use
- prime memberships are not allowed

Amazon Consumer - Account to use for personal purposes

- is not tax exempt
- the college will **not** pay for a prime membership
- prime memberships are forbidden under the college business account and college purchases cannot be shipped with your personal prime account
- cannot be used with your "@luther.edu" email address
- should only have your personal credit card information, not the college's Commercial-card information

V. Procedures and Guidelines

- A. When filling out the request form for a college Commercial-card, also check the box to have an Amazon Business account, if you anticipate purchasing from Amazon for college use
 - an email will be sent to you with instructions on how to set up your work Amazon account
 - you are only required to have an account under the college's Centralized Amazon Business account if you will be using Amazon for business purposes
- B. Use of the Amazon Business account will be monitored and improper use will be dealt with on a case by case basis.
- C. As a college employee, you are expected to abide by the purchasing policies and procedures outlined by the college. Policies can be found on the college website.
<https://www.luther.edu/policies>
- D. Questions can be directed to the custodian of the college's Amazon Business Account, administrative assistant in Financial Services (wagnam01 x1015) or to the controller in Financial Services.

VI. Confidentiality and Record

This document is public record. Purchases will conform to the Purchasing and Payment for Expenses Policy and to the Luther College Commercial Credit Card Policy.