FOOTHILL-DE ANZA
Community College District

Amazon Business -Request for Access

The District's Amazon Business Account **must be used for business purchases only**. In addition, for internal control purposes:

1) account user's email must utilize the District or college domain (i.e., @fhda.edu, @deanza.edu, @foothill.edu),

2) only District shipping addresses will be available for selection, and

3) the District's Purchasing Department will have access to all purchasing history made through the centralized Amazon Business Account.

The employee must maintain a separation of personal and district business accounts to avoid misappropriation of public funds and will ensure existing personal Amazon accounts use a **personal** email address for personal purchases.

Staff who individually request access to the District's Amazon Business account will be required to obtain prior authorization from their supervisor.

COMPLETE THE FOLLOWING INFORMATION AND SUBMIT TO Angela Jacobs, jacobsangela@fhda.edu

CAMPUS:	
SUPERVISOR:	
NAME:	
EMAIL ADDRESS:	
TELEPHONE#:	

Once your information is input, you will receive an email invitation from Amazon Business to join. You must click on the link to finish the process.

GENERAL ORDERING TIPS/INSTRUCTIONS:
1. Add a payment method. The default payment should be your pro-card. If you do not have one, Amazon will default the payment to Account Billing.*
2. Do not add an address. The shipping address is predetermined by your Campus selection above. You may not ship to your home address using the Business account.
3. Amazon will request a "PO Number" when ordering. Use your name/campus in this field.

If you choose Account Billing, you must validate the delivery of item(s) ordered and complete a Direct Pay Request form, attach a copy of the Amazon invoice, and submit to Accounts Payable for processing.

Supervisor's Signature: _____ Date: _____

Print Name: _____ Phone#: _____ Email: _____