

AMAZON BUSINESS ACCOUNT REQUEST AND USAGE GUIDELINES

The District’s centralized [Amazon Business Account](#) is for facilitating business-related purchases in compliance with District policies and internal controls. It must be used strictly for official District business only. All transactions are subject to audit and oversight by District Business Services.

ACCOUNT REQUIREMENTS

To maintain fiscal accountability and comply with audit standards, the following conditions apply:

1. **EMAIL DOMAIN:** Users must register with an official District or College email address (e.g., fhda.edu, deanza.edu, or foothill.edu). Personal email addresses are not permitted.
2. **SHIPPING ADDRESSES:** Only official District addresses may be used. Shipping to home or offsite personal addresses is strictly prohibited.
3. **TRANSACTION TRANSPARENCY:** All orders placed through the District’s Amazon Business account are visible to Business Services. Purchase history is subject to review and audit.
4. **ACCOUNT SEPARATION:** Employees must maintain clear separation between personal and District purchases. Mixing personal and business purchases under the District account is a misuse of public funds and may result in disciplinary action. **DO NOT USE** your personal Amazon account for District purchases.

ACCOUNT ACCESS PROCEDURE

Employees requesting access to Amazon Business must obtain supervisor approval prior to submitting a request. Complete the following information and submit to Angela Jacobs, jacobsangela@fhda.edu.

CAMPUS:	
REQUESTOR NAME:	
REQUESTOR EMAIL:	
TELEPHONE#:	
SUPERVISOR NAME:	
SUPERVISOR SIGNATURE:	

Once approved, you will receive an email invitation from Amazon Business. Follow the link in the invitation to complete your account setup.

GENERAL ORDERING INSTRUCTIONS

1. **PAYMENT METHODS:**
 - a. District-issued ProCard. See [District ProCard Rules and Procedures](#).
 - b. Account Billing. If using Account Billing, you must validate receipt of the item(s) and submit a Direct Pay Request Form with the Amazon invoice to Accounts Payable for processing.
 - c. Open Purchase Order. See #3 below.
2. **SHIPPING ADDRESS:**
 - a. **DO NOT** manually add a shipping address. Shipping to personal or home addresses is strictly prohibited.

- b. All Amazon orders will be shipped to the District Warehouse.
3. **PO NUMBER FIELD:**
 - a. If you have established a Purchase Order (PO), you may enter it in the PO number fields.
 - b. If you do not have a PO number, enter your **NAME AND CAMPUS DEPARTMENT** in the "PO Number" field (e.g., "Jane Smith – De Anza Biology").
4. **INVOICES:**
 - a. Invoices for Amazon Business orders must be reviewed and processed immediately upon delivery of items.
 - b. Do not delay submission, timely processing helps avoid payment issues and maintains purchasing privileges.

PROHIBITED PURCHASES ON AMAZON

The following categories, including but not limited to those listed below, are not allowed to be purchased using the Amazon Business Account, even if available on the platform:

- **FOOD OR BEVERAGES** (Allowed under a Purchase Order)
 - Includes bottled water, snacks, coffee, condiments, etc.
- **TECHNOLOGY & EQUIPMENT**
 - Computers, laptops, tablets, monitors, printers, scanners
 - Servers, network computers, wireless copiers
 - VR headsets, software licenses
- **FURNITURE**
 - Tables, chairs, desks, cabinets, workstations, etc.
- **SERVICES**
 - Any labor, subscriptions, or third-party services including Amazon Installation Services.
- **GIFTS OR GRATUITIES**
 - Gift cards, flowers, gift baskets, or recognition items classified as gifts.
- **PERSONAL PURCHASES**
 - Any item not directly related to official District business.
- **UNAUTHORIZED SHIPPING**
 - Any purchase shipped to a non-District address (e.g., personal residence).

EXCEPTIONS: Peripherals costing less than \$150 such as headphones (not VR), cables, connectors, and webcams are allowed to be purchased. If there is any doubt regarding the purchase, obtain advanced approval for the purchase of the peripheral item by contacting Business Services at procard@fhda.edu. Unauthorized purchases will require the purchaser to either return the item(s) for a credit or reimburse the district for the cost of the item(s).

ORDERING RESTRICTED ITEMS OR SERVICES

If you need to purchase restricted items or services, including technology, equipment, food, or any service agreements you must initiate a Purchase Requisition through District Purchasing. This ensures compliance with District procurement policies, proper approvals, and appropriate vendor terms and conditions.