



PCard Program

Highlights & Features

- Contract includes the entire Amazon catalog plus 11 million new products. The contract includes but is not limited to:
 - Office Supplies, Equipment, and Furniture
 - Classroom, School, Art Supplies and Materials
 - Food and Grocery
 - Musical Instruments
 - Books
 - Audio Visual and Electronics
 - Scientific and Lab Supplies
 - Clothing
 - Animal Supplies, Equipment, and Food
 - Shipping
 - Free two (2) day shipping for all orders over \$49.00
 - Free five (5) day shipping for all orders over \$29.00
 - Order Tracking

Requirements

- USA has established an Amazon Business Account and all current and new university-affiliated Amazon accounts must be consolidated into main account with an assigned administrator.
- Amazon Business accounts require payment via USA P-card. No other payments types are accepted.
- To avoid potential tax exempt status issues, Amazon recommends only purchasing products sold and shipped by Amazon.com.
- No Copier, Computer or alcohol purchases will be allowed. For computer purchases see CDW <http://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/cdwg.html>
- For further information please visit, <http://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/amazon.html>