



Guidelines for Open Purchase Orders with Amazon

- Create a requisition for a Not to Exceed Amount (Ex. Open purchase order for instructional materials not to exceed \$500.00)
- Once the requisition is approved and a purchase order has been created, that information will be entered into the Amazon Business account and the funds will be allocated to the individual listed as the “requestor”* (*listed on the PO under “requestor”)
- Log on to Amazon Business and begin shopping
- At checkout you will pick the appropriate Purchase Order for your cart and it will be sent for approval.
- When your order ships you will receive an invoice via email from Amazon. Print out that invoice and place it in a folder/file. When you receive your items you need to then sign that invoice and forward it to Alicia Decker in Accounts Payable for processing.

Last year was our first year using Amazon Business and Accounts Payable struggled to get the necessary paperwork from the sites/departments so that payments could be processed in a timely manner. It only takes one site/department to ruin it for everyone. If payments cannot be processed promptly we run the risk of the account being placed on hold.

Starting this year (2022/2023), if receiving/invoices are not received by Accounts Payable your existing Open Purchase Orders will be placed on hold until any issues are resolved with missing documentation. Invoices shall be sent to Accounts Payable within 3-5 days of receiving your product(s).

Also, we ask that rather than having multiple open POs for either Instructional or office supplies you have one for each. Once the balance on that Purchase Order is low, then enter another requisition.

Last year we had a total of **244 Open Purchase Orders** for Amazon with NTE's from \$20.00 to \$15,000. With those 244 open purchase orders **2,253 orders** were placed. In order for everything to run smoothly we need your help in following these simple guidelines.

