

**BOARD OF EDUCATION**

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# MEMO

**To:** Nebo PCard holders and school secretaries

**From:** Ryan Pitcher, Chief Procurement Officer

**Date:** December 19, 2018

**Re:** Amazon Business Account – important information, please read entire memo

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## Nebo School District and Amazon Business Introduction and Launch Timeline

Nebo School District is excited to announce that we have partnered with Amazon Business in order to simplify the purchasing process, ensure sales tax compliance, increase visibility, reduce errant personal purchases, and allow you to take advantage of the wide selection and competitive prices of the Amazon marketplace. This is the only allowed account to purchasing from Amazon when using district funds going forward.

Shopping on Amazon Business is as user friendly as Amazon.com. Additional benefits include:

- Free 2-Day shipping on Prime-eligible items ([learn more](#))
  - Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3<sup>rd</sup> party sellers
  - Access to millions of additional products, available only to Business customers
  - Business-specific pricing, including quantity discounts on eligible items
  - Access to a specialized Amazon Business Customer Service team at 888-281-3847
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## TIMELINE

**PHASE 1** - On 01/08/19, all PCard holders and secretaries will receive an invitation email to activate their centralized Nebo Schools Amazon Business account. This email will come directly from Amazon Business, and will contain detailed instructions. The activation process is quick and easy; it will only take 2-3 minutes to complete.

**PHASE 2** – On 01/29/2019, all faculty and staff will receive an invitation email to activate their school account (with their Nebo email address) and be automatically signed up under their individual schools. Once this step is done the protocol for **most** schools will be for faculty and staff to add items for purchase to their cart and then send the completed cart, with information on what account they want charged, to the principal/secretary to review and purchase. Faculty and staff will not be able to purchase directly with their own personal Nebo login information.

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### **Important District Policy Reminders**

- **Please note, district warehouse items and items that are on State and District contracts should not be purchased through Amazon Business.** While Amazon’s ordering process is very customer friendly, the pricing received is not always competitive especially when compared to the district warehouse and available contracts.
- You should only use the Amazon Business account for district purchases. **Personal charges are to be on a personal Amazon account.**
- Only district payment methods (P-cards and Purchase Orders) may be set up as payment tools on your Amazon Business account. **Do not associate a personal credit card with this account.**
- All delivery addresses should be to Nebo School District locations. **No home deliveries are allowed.**