



Cañada College • College of San Mateo • Skyline College

## **AMAZON BUSINESS PRIME**

The San Mateo County Community College District has implemented a single Amazon Business Prime account for centralized management of Amazon purchases across the District. Employees are not allowed to use their personal Amazon Prime accounts for business purposes.

*While Amazon's ordering process is customer-friendly, the pricing received is not always competitive. The purchase of any item should always begin with existing negotiated purchasing contracts established by General Services.*

### **How to Enroll in Amazon Business**

#### **District Office Employees**

- Please submit the [New User Authorization Form](#) to the Purchasing Department to request an invitation to SMCCCD Amazon Business Account and provide the following information.
  - Name, email address, department, preferred shipping location (ITS and Facilities only)

#### **College Employees**

- Please contact your College Business Office for account set up.

### **Use of Amazon Business Prime**

The Amazon Business Prime account must be used for business purchases only utilizing a department procurement card in accordance with the District's [Procard User's Guide](#). Personal credit card use is prohibited.

All users should not create an Amazon personal account using either their personal or District email address.

Employees who do not have a procurement card should seek approval from their supervisor so that a designated individual in the department with a procurement card and Amazon Business Account can assist with placing the order.

The District has implemented purchasing restrictions on certain product categories in alignment with the Procard Restrictions and Prohibited Uses. These items will display an organization-restricted message on the product page. There may be several product categories that may contain items that are allowable purchases (e.g. a piece of hardware for furniture). If an item is flagged as restricted based on its product category, the user should ensure the actual item(s) being purchased are allowable according to the [Procard User's Guide](#). If you place an order that includes an organization-restricted item, this will require Purchasing's review for approval/rejection. The user will be notified via email if it is approved or rejected.

## Shipping

When placing your order, **please specify the name who will receive the package in the “Deliver To”** section before checkout and, if space allows, include the building and room number. Deliveries are sent directly to the Shipping/Receiving department at each of the colleges. The Shipping/Receiving clerk will deliver the packages to the designated departments.

Orders placed by Facilities, ITS, and Public Safety are delivered to their designated addresses.

Home deliveries are not allowed.

You are responsible for tracking your orders by navigating to Your Orders → Track Package to ensure it is approved, shipped, and received.

## Returns & Refunds

Purchases can be returned for a refund within 30 days of shipment. Users are responsible for returning the items within the 30-day return window. Refunds will be issued to the procard.

It's important to note that the District is not exempt from sales tax. All users must submit a monthly sales tax report for all purchases.