

Amazon Business Purchasing Requirements

The University of Arkansas maintains a centrally managed Amazon Business Prime account for official University purchases. All Amazon purchases made with a University-issued Procurement Card (PCard) must be completed through this account.

Purchasing Requirements

- Purchases must be made through the University's centrally managed Amazon Business Prime account.
- Personal Amazon accounts, independently established departmental accounts, and other unauthorized or rogue Amazon accounts may not be used for PCard purchases.
- Purchases must be for legitimate University business purposes only. Personal purchases are prohibited, regardless of the payment method used.
- Orders must be shipped only to an official University business address. Shipping to a cardholder's residence or any other personal or non-University address is prohibited.
- Purchases must comply with all other applicable University procurement and PCard requirements.

Unauthorized Accounts and Memberships

Departments and cardholders may not use University funds or a University PCard to purchase a separate Amazon Business Prime membership or establish an unauthorized Amazon purchasing account. If a cardholder incurs a charge for an unauthorized account or membership, the expense is nonallowable and the cardholder will be personally responsible for reimbursing the University.

Noncompliance

Failure to comply with these requirements may result in suspension or revocation of PCard privileges and other corrective action permitted under University policy.