

# ***Finance Team News & Updates***

To: Bellisario Faculty and Staff

Re: **AMAZON BUSINESS**

Date: March 22, 2019

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**AMAZON BUSINESS** – Anyone purchasing from Amazon on behalf of Penn State must do so via an Amazon Business account ***effective immediately***.

P-Card holders must transfer and/or activate their Amazon Business account using the @psu.edu email, no personal emails are permitted.

**Moving forward, no personal card reimbursements will be allowed for Amazon purchases.**

Shopping on Amazon Business is as simple and user friendly as Amazon.com. As an added benefit, you will have immediate access to:

- Free Standard Shipping on **ELIGIBLE** orders over \$25
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3<sup>rd</sup> party sellers
- Business Pricing and quantity discounts on millions of items
- Access to a specialized business only Customer Service team at 888-281-3847
- Penn State employees who purchase office and janitorial supplies through General Stores at eBuy.psu.edu should continue doing so to garner exclusive pricing, direct billing, and free delivery.

[Please visit the Amazon Business link below at your earliest convenience and follow the instructions for setting up your Amazon Business account with your PSU email:](#)

<https://purchasing.psu.edu/amazon-business>

This link also includes very helpful Amazon Business FAQs.