



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Procurement & Contract Services
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UA Amazon Business Policy

Effective April 1, 2021, UA Procurement is enabling Amazon Business Prime for all campuses under a centralized UA Amazon Business account. Some of the benefits of this change include Prime shipping and additional business and quantity discounts on certain items. In order to maximize the University's return for adding Prime to the UA Amazon Business account, we are introducing the following policy:

All Amazon purchases made on the ProCard must be made through the UA Amazon Business Account. Purchases made on personal Amazon accounts will be considered a ProCard violation.

No personal purchases are allowed on the UA Amazon Business Prime account. This includes personal purchases made with personal credit cards.

Payments for department Prime memberships will no longer be allowed on the ProCard. When an existing department Prime account is converted to the centralized Amazon Business account, the department Prime membership will be automatically cancelled and a prorated refund will be processed on the card used for payment, or existing card on your account. For additional details or assistance please contact Amazon Business support at 866.486.2360. All current campus Amazon Business Accounts using Alaska.edu emails will be converted to the UA Amazon Business Account starting April 1, 2021.

DocuSigned by:

John Hebard

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John Hebard

Chief Procurement Officer

University of Alaska