



**Amazon Business
Terms of Use**

Before activating a USC Amazon Business account, a requester must read and agree to the terms of use outlined below. [E-mail](#) the completed form to the Purchasing Department.

1. Amazon Business accounts are only available for authorized university procurement cardholders. The Procurement Card is a Visa credit card issued by Bank of America under the State of South Carolina’s Purchasing Card Program. This program is administered at USC by the Purchasing Department.
2. Purchases made using USC Amazon Business accounts are to be used for official university business only. All restrictions, regulations, policies, and procedures related to the university procurement card program, including the mandatory utilization of statewide contracts, remain applicable to Amazon Business purchases.
3. Amazon Business accounts associated with a university e-mail address **may not be used for personal transactions**. An employee is required to use a personal Amazon account and a personal method of payment for personal transactions, even if the purchases are to be reimbursed by the university.
4. If a university email address has previously been used to create a personal account or another Business account independent of Purchasing’s central account, the e-mail associated with that account must be changed to a personal (non-USC) email address prior to activating the Purchasing Amazon Business account with the USC email address.
5. Personal debit/credit cards **shall not** be added to Purchasing’s Amazon Business account. The Controller’s Office [Program Expense Cards](#) **shall not** be added to Purchasing’s Business account.
6. Non-campus delivery addresses should not be used for purchases. i.e. Amazon Business orders should always be delivered to university campus addresses. This includes all statewide system campus locations.
 - ❖ An exception for home delivery addresses is permitted only during official campus closures. Justification from the department head must be provided for all non-campus deliveries during this time. This justification should be attached to the expense report in PeopleSoft. When normal operations resume, all non-campus addresses must be removed from the user’s account.

Cardholder’s Name (as it appears on p-card)	USC/Employee ID
Cardholder’s University Email Address	Card Last 4 Digits

I have read and understand the Amazon Business terms of use outlined above.

Signature

Date