

## AMAZON PURCHASES – IMPORTANT INFORMATION

Hello PCard Holders and Procurement Friends,

As purchases ramp up at for the Fall Semester, please be reminded of the following important notes regarding purchasing with Amazon.

1. All USF business purchases with Amazon **MUST** be through USF's Amazon Business Account with a university P-Card.
  - a. P-Card is the **ONLY** acceptable method of payment with USF's Amazon Business. Personal credit cards may not be used.
  - b. **ONLY** the card holder can make and authorize purchases with their P-Card. P-Card information is not to be shared.
  - c. The use of P-Card through a personal Amazon account is prohibited.
  - d. Personal purchases are strictly prohibited on USF's Amazon Business site.
  - e. All new cardholders will automatically receive an email invitation with instructions for joining the USF Amazon Business Account.
2. If you are charged sales tax, please contact the seller to request reimbursement.
3. Certain categories of goods have been blocked or restricted to help you to comply with PCard guidelines and source from preferred suppliers.
  - a. Category Restrictions (Warnings) do not block your purchase and do not require approval to complete your purchase, however you as a cardholder are responsible for making sure the purchase is allowable.
  - b. Category Blocks will not allow you to add the items to your cart. Please note - Procurement does not control how the Amazon seller classifies their item. If you encounter a blocked item that you believe should be allowable, please search for a similar item from another seller.

If you are not registered on USF's Amazon Business, please reach out to [PCard@usf.edu](mailto:PCard@usf.edu).

In our efforts to further streamline Amazon purchasing, we are in the process of setting them up as a punch out supplier through Bull Marketplace.

[Join the Purchasing Listserv](#)

Thank you for your attention,

**George Cotter**

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