



## PURCHASING SERVICES, MC 242

### Amazon Business Purchase Guidelines for the SCCOE

**All Amazon purchases** must be processed through the Santa Clara County Office of Education's (SCCOE) Purchasing Services Department using the SCCOE's **Amazon Prime Business account**.

**Large purchases** will continue to be processed through the regular **purchase order procedure** to ensure fund availability and compliance with procurement policies.

**Amazon Business** is an alternative option only when there are **pricing or availability issues** with other sources.

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#### Before Requesting a Purchase:

1. **Try SCCOE-approved vendors** first.
  2. **Palace JIT** is the first choice for office and classroom and/or custodial supplies.
    - If Palace's price is higher, **Palace will price match** Amazon.
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#### How to Submit a Purchase Request:

1. Email **Purchasing Services** at [Purchasing\\_Staff@sccoe.org](mailto:Purchasing_Staff@sccoe.org). Your email must include:
    - **Reason** for choosing Amazon.
    - **Amazon link/s** to the item.
    - **Quantity** of items.
    - **Requestor's name**.
    - **Delivery location**: Must be the **SCCOE Main Warehouse** or another official SCCOE site. **No personal addresses** or Amazon lockers.
    - **Account string/s** for where the funds will be charged.
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#### After Submission:

- The **Purchasing department** will review your request for policy compliance.
  - You'll receive an email update on the status of your request.
  - If approved, you'll receive an **Amazon Business order confirmation** from the Purchasing department.
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### Amazon Business Benefits – SCCOE

- **Free 2-Day shipping** on eligible items.
  - **Alternative option** to Palace products when necessary.
  - **Business-specific pricing**, including **quantity discounts** on eligible items.
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### Amazon Business Purchase Restrictions:

- **Single-item \$500 or more OR total order \$500 or over** require **advance approval** from Internal Business Services
    - **Requests** must be sent via email to the IBS Manager for review and approval
  - **Technology equipment** requests must be submitted through **ServiceNow**
    - Service Catalog → Devices → Employee Equipment Request
  - **Furniture (office and classroom)** cannot be purchased via Amazon.
  - **Food and gift cards** are not allowed for purchase through Amazon.
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### Immediate Action Required:

- **Effective immediately:**
    - **Personal Amazon accounts** are strictly prohibited for SCCOE-related purchases.
    - P-Card Holders are strictly prohibited from using their p-card for Amazon purchases and will be considered a **violation** of the P-Card policy.
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### Questions?

- Contact [Purchasing\\_Staff@sccoe.org](mailto:Purchasing_Staff@sccoe.org) for questions.