

# amazonbusiness education

## MSU Denver Buying Guidelines

*This buying guideline is not a complete listing of fiscal rules and policies - it is a reminder of some of the more prevalent restrictions which might impact your Amazon purchases. Please consult the Controller's website for complete information.*

1. All purchases made at Amazon.com for the University must be made through the Amazon Business Education Account. We will no longer accept request for personal reimbursements.
2. All Amazon Business Education accounts must be set up using an MSU Denver email account. **Your MSU Denver email account may NOT also be used for your personal Amazon account.**

***If you keep your MSU Denver email for your personal account***, your personal purchases will become a permanent part of the MSU Denver record. As such, your personal purchases will be included in our reporting, they will subject to audits, and they will be subject to open records requests and exposure to the public.

3. All Amazon Business Education purchases must be shipped to an MSU Denver campus address.
4. All Amazon Business Education accounts must be set up with an MSU Denver Corporate Card. **Personal cards may not be used.** For individuals who do NOT have a Corporate Card, their account may be set up using a Departmental Corporate Card. The administrator may establish restrictions on the Amazon account, if needed, when setting up buyers using the Departmental Corporate Card
5. Tax exempt status has been set up on behalf of the University. No personal purchases may be made using the University's tax exempt status.
6. Standard purchasing rules apply. **If your purchase will exceed \$5,000.00, you must have a purchase order in place prior to your purchase.**
7. Before making a purchase at Amazon.com, you must ensure the purchase cannot be made with a mandatory award vendor. Please refer to the Mandatory Award Matrix on the Controller's website, before making your purchases.

<https://www.msudenver.edu/media/content/officeofthecontroller/documents/accountingservices/Mandatory%20award%20Expense%20matrix%203-21-16.pdf>

» **Office Supplies.** Office supplies must be purchased from Office Depot – by using the Corporate Card.

» **Office furniture.** Office furniture must be purchased according to the Mandatory Award Matrix on the Controller’s website or the new contract through AHEC.

» **Gift cards.** All gift cards must be recorded in account code 6616. If you purchase gift cards on Amazon.com, you will be required to provide the following information with your corporate card statement:

- a. Business purpose
- b. Number of cards purchased
- c. List of recipients
- d. Number of gift cards kept, if holding for future delivery

» **Promotional Items.** All promotional items, which include the University name or logo, must be purchased according to the Mandatory Award Matrix. Clothing is exempt. You may find more information regarding promotional items at [www.msudenver.edu/brandcentral](http://www.msudenver.edu/brandcentral) .

» **Copiers & Printers.** All new copier and printer leases must go through Ricoh.

» **IT Purchases.** All IT purchases - which consist of computers, tablets and software - must be purchased through IT, by placing a request through Footprints. If you find something on Amazon.com that falls into this category, you may copy and paste the Amazon link into your footprints ticket. IT must make these purchases on your behalf– please submit your requests to:

Hardware: <http://msudenver.edu/snap/procurement/hardware/>

Software: <http://msudenver.edu/snap/procurement/software/>

Technology items which you are free to buy on your own (without going through IT) include peripherals, such as keyboards, mice, speakers, etc.

8. No purchases are allowed which are not in compliance with MSU Denver Fiscal Rules (<https://www.msudenver.edu/controller/resources/policies/> )

Or the MSU Denver Purchasing Manual

<https://www.msudenver.edu/media/content/officeofthecontroller/documents/training/purchasing/Purchasing%20Manual%2007-01-2015.pdf>