Amazon purchases

In accordance with the “clickwrap agreement” exception in Section VIII.(C) of the PCARD manual, the following procedures have been created for individual cardholders to request tax exempt status with online merchants. These procedures will also be formalized via a modification to the PCard Handbook in coordination with the Office of Policy and Compliance.

- Cardholders will create an account with an online merchant by using their University .edu email address.

- Cardholders will only conduct university business using their .edu email address. Personal business with the same merchant must use a personal email account (i.e., Yahoo, Gmail, Hotmail, etc.).

- Cardholder agrees not to post any comments, feedback or reviews related to purchases made for University business.

- Cardholder agrees not to use the University’s tax exempt status for personal purchases. Such purchases will be considered fiscal misconduct and will result in revocation of the PCard and may result in termination and possible employment disciplinary action, criminal and civil prosecution.