

Amazon Business Purchase Guidelines

Procurement Services is happy to announce that we have put a contract in place with Amazon Business to meet our statutory obligations. Having this contract in place will allow departments a greater freedom and flexibility to purchase items from our Amazon Business account without requesting an exception. Below are some guidelines for departments when purchasing from Amazon.

- Set up an Amazon Business account through the ProCard Office by following the instructions found on their website located here: [Amazon Business](#).
- **Organization blocked** items on Amazon Business will need to be purchased from a university contracted vendor. For any exceptions, please email **link** and **justification** to Purchase@louisville.edu.
- **Organization restricted** items on Amazon Business will either need to be purchased from a different [contracted vendor](#), or you will need to submit your order for Approval. Please leave a comment in the “comments for approver” box for Purchasing’s review.

Amazon Business Restrictions currently include:

- **Computers** – All computers, laptops and tablets must be purchased from our [contracted vendors](#) (Dell and Connection). These items are blocked on Amazon and exceptions will not be approved.
- **Office Supplies** – All office supplies must be purchased from our contract vendor, Staples. If you find a less expensive item, please send a **screenshot of the item** that includes item and pricing, from both Staples and Amazon Business sites, and reach out to our Staples representative to ask for a price match.
Marc Renee Stevenson MarcRenee.Stevenson@Staples.com 502-773-2541 or
Teri Garrow Teri.Garrow@Staples.com
- **University Stockroom items** – Items that are listed on the University Stockroom Catalog, found here: [Stockroom Catalog](#).
- **Books** – All textbooks/instructional books must be purchased from our contracted vendor, Follett. Please send the item information that you want to purchase, and we will confirm that it is not available from Follett – [UofL Bookstore](#).

If you have checked the contracted vendors and they are **unable** to provide your item, please contact Procurement Services at purchase@louisville.edu to request an exception to purchase from Amazon Business.