
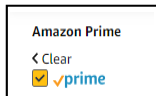


AMAZON ACCOUNT USER AGREEMENT

By submitting a requisition to issue a PO to Amazon, as an Amazon Business account user, I agree to comply with the terms and conditions set forth below.

- I accept responsibility for the protection and proper use of this account
- I understand that the District will audit the use of the account and I cannot use the account for personal use.
- I understand that I cannot use the account for the purchase of restricted and/or District disallowed items.
- I understand that I cannot purchase individual items which cost more than \$499.99 (including tax); gift cards, chemicals, tobacco products, alcohol, pharmaceuticals, cosmetics, pet supplies or household items, furniture and equipment, technology items that are not on the pre-approved list, items that do not meet district standards or require additional approvals, purchases that violate state and federal law, California Education Code, Public Contract Code, Government Code, Health and Safety Code, Environmental Protection Agency, OSHPD, ANSI/BIFMA; and/or all food/snacks that violate the District's Wellness Policy.
- I understand my purchases must be made through <https://smile.amazon.com/> with donations set to support Giving Opportunities to Kids – Lodi.
- I understand that items are to be purchased **ONLY** if they are identified as Amazon Prime. 
- I understand that there is a minimum order of \$35.00. If my order does not meet the minimum, it will be rejected.
- I understand that when I am searching for an item, I must check the “Amazon Prime” box on the left hand side of the page to ensure that I am ordering items that are identified as Amazon Prime. 
- I understand that all purchases must be shipped to a District location.
- I understand that if I am submitting a requisition for an itemized Amazon purchase order, an ASIN # and brief description of the item **MUST** be provided.
- I understand I **MUST** input the current fiscal year purchase order number at time of checkout or the order will be rejected. Once the purchase is made I will print the receipt by clicking on Printable Order Summary.
- I understand that I **MUST LEGIBLY PRINT** my name and PO number on receipt and submit receipt to my site/department budget administrator for signature on the receipt. **RECEIPTS WITH PROPER APPROVALS MUST BE SUBMITTED TO ACCOUNTING WITHIN 10 DAYS OF PURCHASE.**
- I agree that the account is immediately deactivated upon retirement, termination, vacating my current position or upon the request of the Purchasing Director.
- I agree to notify the Purchasing Department immediately by phone at (209) 331-7160 or email at purchasedept@lodiUSD.net upon the account becoming compromised.
- Lodi Unified School District has the right to cancel the Amazon Business account program at any time without prior notification. I understand that use of the account after privileges are rescinded is prohibited.
- I understand that I am solely responsible for providing the Accounting department with the aforementioned documents and if I am negligent in doing so it may result in my account being suspended and/or revoked.

For any questions, please contact the Purchasing Department at (209)331-7160 or purchasedept@lodiUSD.net.