

AMAZON ORDER REQUEST

**STEP 1:** This spreadsheet is to be used by all schools and departments to request items to purchase from Amazon. A request does not guarantee the item will be purchased. Orders will be placed the 5th and the 20th of every month (same as paydays for easy remembering). Purchasing threshold approvals must be completed in advance of purchasing. The Purchasing Agent is typically the main Administrative Assistant for the school/department.

Line #	Requestor	Request Date	Item Description	Item/Model # <small>(found under Product Details)</small>	Price Per Item*	Threshold Approval Initials	Qty	Total Price	If Unable to be Purchased, Reason Why Here	# Items Received	Date Received	Verified By (Name)
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