



South Bend Community School Corporation
Department of Financial Services
Auditor's Office

TO: All Purchasing Employees and Supervisors
FROM: Marlaina Johns, Director of Internal Audits
DATE: December 11, 2025
RE: Amazon Ordering Process Changes Starting January 2025

Dear Team,

As some of you may be aware, we have received some feedback about our Amazon ordering processes by the state auditors as well as the public. In order to be more transparent, have thorough approval processes, follow purchasing policies, and to use tax payer dollars more wisely for our students, we have created comprehensive policies and procedures for making purchases from Amazon.

Please see the attached policies and procedures (reflected in the upcoming December 2025 Internal Control Manual).

The biggest changes:

- Using Google Spreadsheet "Amazon Order Request" to compile orders and obtain **documented review and pre-approvals**.
- Limiting orders to two times per month (the 5th and the 20th).
- Item approval tiers for items priced at \$100 or more per item.
- Centrally saving order documentation in Google Share drive.

These changes will be in effect starting 01/01/2026.

Remember:

- Gifts for staff are not permitted to be purchased using SBCSC, Grant, or ECA funds.
- Personal preference items must be ordered with personal funds.
 - Ex: wanting a particular laptop bag instead of the one provided by SBCSC.
 - Ex: wanting Bose headphones instead of generic headphones.
- Items purchased using SBCSC, Grant, or ECA funds are the property of SBCSC and must be turned in if an employee leaves the Corporation.

We acknowledge this is a big change in processes and thank you for your help in making SBCSC a better place to learn and work.

A handwritten signature in blue ink that reads 'Marlaina Johns'.

Marlaina Johns,
Director of Internal Audits

If you want to make small changes, go alone. If you want to make big changes, go together.