Amazon Business Account policies

Beginning March 17, 2017 MCAD began a campus wide association with Amazon Business that has allowed us to improve our usage of the Amazon.com website. Minneapolis College of Art and Design now has access to simplified purchases, competitive prices (including discounts for bulk purchases), free shipping for eligible items, sales tax exemption support and a specialized customer service team. This will now be the preferred method for all Amazon purchases.

General Users:
1. You must use your @mcad.edu address to create the account. This will allow us to manage user accounts in the most appropriate way possible. Accounts should be attached to individual email accounts. Group or shared email account addresses are subject to MCAD administrator updates to ensure account security.
2. Payment options are determined by department supervisors. These options are subject to MCAD process policies. However the preferred method of payment is your Wells One Credit Card (WOCC).
3. You will need to provide appropriate back up for the purchase (the printable order summary that can be found in your order history is the ONLY acceptable receipt for WOCC purchases) as well as a defined business purpose for the purchase.
4. This account is for business purchases only. These accounts will be attached to the Minneapolis College of Art and Design tax exempt filing status as well as your company credit card. Personal purchases may be considered a violation of state sales tax regulations.
5. The MCAD main address is the only acceptable delivery address for Amazon purchases.
6. All purchases must be approved by your direct supervisor. Unapproved purchases could be considered taxable compensation and may be reported on your W-2 tax filing.
7. As an account holder, you will also be expected to follow all Amazon.com terms and conditions. All transactions will also be subject to MCAD policies and procedures.
8. Failure to follow thee rules could result in suspension of your account access.

Department Supervisors:
1. Supervisors will be expected to maintain requistioner status within their Amazon group. This means supervisors are responsible for inviting new employees as well as shutting down accounts at time of employee termination. New account holders should also receive a copy of this Amazon policy memo.
2. Periodic account audits will be conducted by MCAD administrators to maintain account security.
3. Group payment methods default to WOCC processing. Additional payment methods are available but must be set up with account administrators.
4. Amazon accounts attached to group or shared emails must be created with discretion and with the express knowledge of the MCAD administrators.
5. Supervisors will be expected to approve purchases as required for chosen payment methods (see purchasing section of Business Office manual).