

BUSINESS SERVICES

BPO Maximum per year is \$5,000 per site/department regardless of budget code.

Under PCC 20111, the bid limit threshold, which is annually adjusted for inflation, is currently \$109,300. Under section (d) of that code” ...all equipment, materials, or supplies...” are subject to the limit of \$109,300. As a District, our total Amazon expenditures would far exceed bid limit, which would be a violation of law.

By submitting a requisition to issue a BPO to Amazon, as an Amazon Business account user, my initials and signature below indicate that I agree to comply with the terms and conditions set forth.

_____ I understand Amazon ONLY accepts Blanket Purchase Orders.

_____ Due to Federal Procurement Guidelines, Amazon may NOT be used to purchase items using Restricted Funds such as Title I, ELO, Lottery, Special Ed, or CARES funds.

_____ Incentives must be itemized; therefore, Amazon may NOT be used to purchase incentives.

_____ I understand I cannot purchase books or food products from Amazon.

_____ I understand the use of Amazon is not a replacement for District established vendors and should be used only in circumstances where items cannot be found elsewhere. Price is not a factor in utilizing Amazon.

_____ 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.

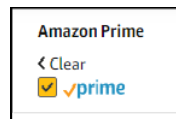
_____ I understand that I cannot purchase individual items which cost more than \$499.99 (including tax); gift cards, incentives, chemicals, tobacco products, alcohol, pharmaceuticals, cosmetics, pet supplies, household items, furniture, equipment, technology items that are not on the pre-approved list, items that do not meet District standards or require additional approvals, purchases that violate state and/or 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 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 Amazon has a 30-day return window and there are NO EXCEPTIONS.

_____ I understand that when I am searching for an item, I must check the “Amazon Prime” box on the left 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 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 am responsible for keeping a running total of my current balance so total purchases do not exceed the amount of the PO.

_____ 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 if the account becomes 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 have been 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.

Print Name

Signature

Date

Supervisor's Signature

Site/Department

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

