Bard Amazon Business Account

We are happy to announce that we have a business account with Amazon. This account has free shipping and is tax-exempt, except for some third party vendors. There are two ways to take advantage of this account.

Infrequent user:

If you are an infrequent buyer (once or twice a month), you can just send along an email with the links attached, the quantities requested and your budget number to purchase@bard.edu and we will take care of ordering for you. Please be sure to tell us if there is a specific date that you need the items by, so we can choose the correct shipping.

Frequent user:

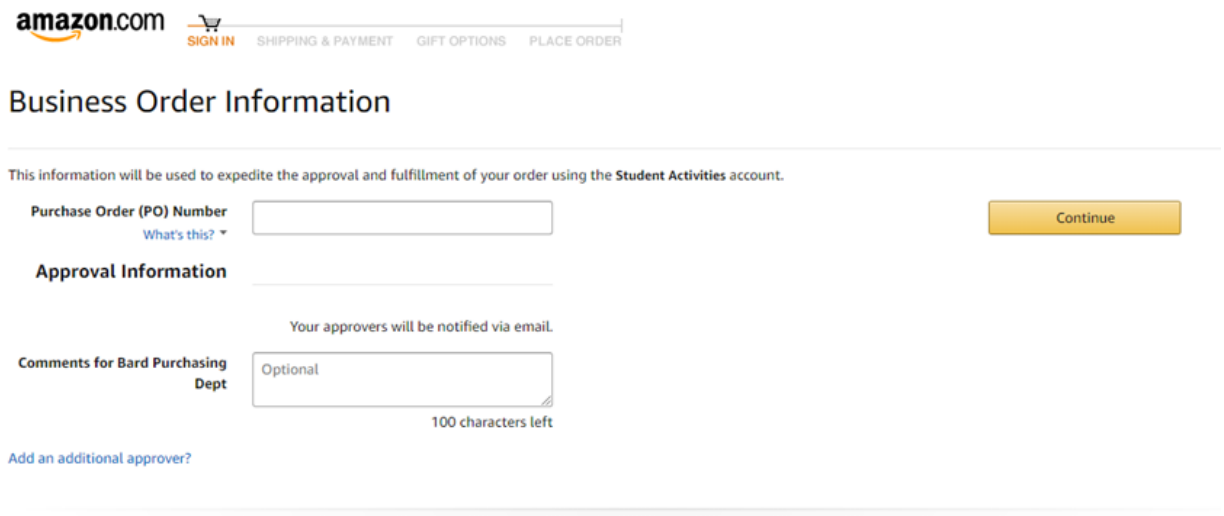
If you are a frequent user of Amazon, you can send an email to purchase@bard.edu and ask to be added as Bard buyer. We will send you a link to accept and then you can log into the account to make your own purchases. They will come to us for approval. Before we approve them, we will check your budget to make sure that the funds are available.

Please note that Amazon purchases should not exceed $500.00 You can submit separate orders for up to $500.00 which will keep it under our threshold. For individual purchases over $500.00, please contact the purchasing office.

Once you are a buyer, you can sign on to the business account and do your shopping. All of the confirmations and shipping information will come directly to you. If you need to make a return, you can log on yourself and print off the return labels.

After you have completed your shopping and all items are in your cart, proceed to checkout where you will complete the Business Order Information.

****Purchase Order (PO) Number** is where you put your budget number – This is a required field. Please **only** put the budget number in this field – no additional notes as they won't appear on the invoice



Important things to note:

1. The invoices come directly to the purchasing office, so you do not have to submit them.

2. If you are placing an order with items that get charged to **two different budgets**, you must submit them as two separate orders.