

**From:** [sourcing@bu.edu](mailto:sourcing@bu.edu)  
**To:** [Freeman, Montanna Leigh](#)  
**Subject:** Upcoming Policy Changes for Amazon Purchases  
**Date:** Thursday, April 4, 2019 8:03:26 AM

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## Memorandum

**To:** Boston University Faculty and Staff  
**From:** Boston University Travel Services Department  
Boston University Sourcing & Procurement Department  
**Date:** April 4, 2019  
**Subject:** Upcoming Policy Changes for Amazon Purchases

Dear Travel Card Holder and Concur Expense Report Submitter,

**After May 1, 2019, any purchases from Amazon must be done through the University's Amazon Business account; there will be no personal reimbursements for Amazon purchases made on personal credit cards and no payments can be made to Amazon using the US Bank Travel Card.**

Action Needed: If you currently purchase on Amazon with your Travel Card or have personal reimbursements through Concur, please contact your department's Purchasing Card Holder or Financial Administrator to be added to your department's Amazon Business enterprise account. If you have previously paid for an Amazon Business Prime Membership, you can apply for a prorated refund.

As a result of this change, our enterprise account with Amazon Business will provide the following benefits to the University:

- **Purchase Approval:** All purchases on Amazon will be pre-approved in workflow by a departmental Amazon Account Administrator (typically a PCARD holder).
- **Enterprise Prime Membership:** Membership for all BU Shoppers at no cost to your department.
- **Free Shipping:** Prime one and two-day free shipping on eligible orders ([learn more](#)).
- **Tax benefit savings:** University tax-exemption will be automatically applied to purchases from Amazon Business, including third party re-sellers.
- **Amazon Business Sellers:** Access to Amazon's top-tier of sellers and special pricing, not found on Amazon.com.
- **Customer support:** Access to a specialized, business-only, Customer Service team at 888-281-3847.

- **Streamlined P-Card reconciliation:** Receipts will not be required in Bank of America Works when reconciling Amazon Business purchases.
- **Business analytics reporting:** Customized spend and detailed product data for all transactions.
- **Price protection:** Pricing is held in the shopping cart for seven (7) days.

Please visit the Sourcing and Procurement website for additional information regarding the [enterprise Amazon Business program](#).

For any questions pertaining to Travel Card policy, please contact **Travel Services** ([travelexpense@bu.edu](mailto:travelexpense@bu.edu)) or visit the Travel Services [website](#).

Regards,

Kara Sechrist, Director, Travel Services  
Gillian Emmons, University Comptroller  
Randall Moore, Chief Procurement Officer

CC:

Robert A. Brown, President  
Jean Morrison, University Provost and Chief Academic Officer