Before activation of a UofSC Amazon Business account, a requester must read and agree to the terms of use outlined below. E-mail (or office mail) the completed form to Purchasing.

1. Amazon Business accounts are only available for authorized university procurement cardholders.
2. Purchases made using Amazon Business accounts are to be used for official university business only.
3. Amazon Business accounts associated to a university e-mail address may not be used for personal transactions.
   - An employee is required to use a personal Amazon account for personal transactions.
4. If a university e-mail address has previously been used to create a personal account, it is required that the e-mail associated with the personal account be changed to a personal (non-UofSC) email address prior to activating a university Business account with a UofSC email address.
5. Personal forms of payment (debit/credit cards) should not be added to a university Business account. Only valid university p-card(s) are permitted to be used for Business account purchases.
6. No non-campus delivery addresses should be added to the university Business account. i.e. Amazon Business orders should always be delivered to university campus addresses. This includes all statewide system campus locations.
   - An exception for home delivery addresses is permitted only during mandatory campus shutdowns, such as the order issued in March 2020 in response to the COVID-19 pandemic. Justification from the department head must be provided for all home deliveries during this time. This justification should be attached to the expense report in PeopleSoft. When normal operations resume, all non-campus addresses must be removed from the Business account.
7. All restrictions and regulations related to the procurement card program remain applicable to Amazon Business purchases.

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☐ I have read and understand the Amazon Business terms of use outlined above.

____________________________________  _______________
Signature                              Date