



Amazon Order Request Form

Date:		Requestor:	
Dept/Site:		Email:	
Extension:			

INSTRUCTIONS:

1. **COMPLETE** this form including **ASIN number**, item/model number, description, quantity and price per item.
2. **EMAIL** the completed form to the Purchasing Buyers (Linda McEntire and Saul Ferman) and cc Kathy Casino.
3. **WAIT** for response. If you do not receive a response from the Purchasing Department within two (2) business days, email Linda and Saul to follow up.
4. If the purchase is **APPROVED**, you will receive an email from the Buyers with the APPROVED form attached. Create a requisition for the items and attach the approved form. Requisitions submitted without the APPROVED form attached, will be rejected.
5. If the purchase is **NOT APPROVED**, you will receive quotes from the Buyers for the items you are requesting.

Amazon ASIN # REQUIRED	Description (must include item/ model number)	Quantity	Unit Price

ONLY the pre-approved items can be ordered from Amazon via a requisition, all other items must be ordered from the vendor recommended by the Buyers. **PURPOSE:** Amazon is an alternate procurement method that is used when all other options have proven to be futile.