

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Business Affairs

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TTUHSC Amazon Business Account

All Amazon Business purchases must go through the TTUHSC Amazon Business Account using the institutional PCard. No individual or departmental business accounts should be created or used for TTUHSC Amazon purchases. All Purchasing and PCard policies will apply to Amazon Business purchases. **Amazon purchases made on behalf of TTUHSC outside of the TTUHSC Amazon Business Account can result in suspension of the PCard or denial of reimbursement.**

Advantages of an Amazon Business Account:

- Business pricing and quarterly discounts
- Access to a specialized Customer Service team: Amazon Business Customer Service - 888.281.3847
- Automatic tax exempt purchasing
- Increased visibility and reporting of Amazon purchases
- Ease of compliance to PCard and Purchasing policies

Registration is required to use the TTUHSC Amazon Business account. If you have questions concerning use of the TTUHSC Amazon Business Account or need assistance with registration, contact PCard at Pcard@ttuhsc.edu or Purchasing at Purchasing@ttuhsc.edu.

