**Amazon Business Account**

Williams College, now has a business account with Amazon. The college strongly encourages all faculty and staff who purchase with Amazon to open an account using their @williams.edu email address and assign their purchasing card to this account. By doing so, you will then have access to the college’s tax exempt status. There is free standard shipping for shopping carts totaling over $25.

If you are currently using this your williams.edu email address for Amazon and are making personal purchases, you can setup a new account using your alternate @williams.edu email address. There is also the option to reassign your existing Amazon account to a personal email account (gmail, yahoo) and this will make available the @williams.edu address that you may currently be using.

This amazon account is strictly for business purchases only. Any misuse of this account may result in privileges being revoked and possible cancellation of the purchasing card.

Upon separation from the institution the Amazon account will be deactivated.

**Amazon Prime**

If an Amazon Prime membership is purchased this will be considered a personal expense and is not a reimbursable unless it is pre-approved by the Controller.