

University of Iowa Amazon Order Form

Date: _____

Student Organization _____ Account # _____

Student Org. Contact _____ Phone # _____

Email _____ UI Campus Delivery Address _____

HawkID (letters, not numbers) _____

Amazon orders are placed using the University of Iowa's Purchase Order System. Please plan for extra shipping time due to the additional University workflow approval process.

MFK to be charged:

Fund	Org	Dept	Sub-Dept	Grant Program	I-Acct	O-Acct	D-Acct	Func	CCTR
950	49	4690		552__00		000		00	0000

Amazon Standard Identification # (ASIN)	List Price	Qty.	Description Please use description provided by Amazon	Office Use Only

Purpose of purchase: _____

Authorized Org Signature _____ Special Approval _____

SOBO Approval _____

Office Use Only – Order No. _____ PO No. _____

Total Amount Charged to MFK \$ _____

Shipping Information

- The amount of time it takes for Amazon packages to arrive is variable and unpredictable, so please submit this form with as much advance notice as possible. If you choose SOBO for your shipping address, you will be notified when your package arrives to schedule a time to pick it up.

Member Reimbursement Information

If your order is small, you need it quickly, and you have a personal Amazon account, you can pay for the order with your personal credit card and submit the "Shipped/Delivered" invoice and a Member Reimbursement form for repayment. An invoice showing items as "Not Yet Shipped or Preparing for Shipment" cannot be used for reimbursement.

In this case, tax is reimbursable to you from your student organization's '00' funds. Tax is not reimbursable from student government or other state funds. Please verify with SOBO that your organization has sufficient funds for reimbursement before placing orders on your personal card.

These orders must be shipped to a University Address to be eligible for reimbursement. You may use our address:

"Your Name or Organization"
Student Org Business Office
157 Iowa Memorial Union
Iowa City, IA 52242