



Amazon Club Purchase Orders

This is an Amazon Business account NOT Amazon Prime which means it does NOT include free shipping or two-day delivery. Please pay attention to the delivery options for an estimate of how many business days it will take for your order to arrive after it is approved by the Controller's Office. If your Purchase Order is submitted by 5:00 pm on Wednesday, the order will be approved by the Controller's Office the following Monday.

Also, please note, orders are automatically canceled by Amazon 7 days after you submit it for approval. Please submit your order online on a Tuesday or Wednesday and bring a copy for the printed order and completed purchase order to the Student Activities Office before 5:00 pm on Wednesday.

How to submit a Student Amazon order:

Sign in using the Bard Club Amazon Information:

Email: *studentamazon@bard.edu*

Password: *bardclubs*

Click Sign In...

After you have completed your shopping and all items are in your cart, proceed to checkout where you will complete the Business Order Information. **You must complete all steps 1-4.**

Purchase Order (PO) Number is where you input your **Club Name**.

This is a required field.

Click Continue...



Business Order Information

This information will be used to expedite the approval and fulfillment of your order using the Student Activities account.

Purchase Order (PO) Number What's this? ▾

Continue

Approval Information

Your approvers will be notified via email.

Comments for Bard Purchasing Dept Optional
100 characters left

[Add an additional approver?](#)

Is the address you'd like to use displayed below? If so, click the corresponding "Ship to this address" button.

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

2. In the Deliver To: box
Indicate the **Club**
Member's Name who
should be notified when
the order arrives at B&G
for pick up.

Click Continue...

3. Choose appropriate delivery option and note how many business days your order will arrive after approved by the Controller's Office then select your shipping preference. Click Continue...

Choose your shipping options

Continue

Shipment 1 of 2

Shipping from Amazon.com [\(Learn more\)](#)

Shipping to: Kristin Betts, 30 Campus Road, Annandale on Hudson, New York, 12504
United States

• Elmer's Disappearing Purple School Glue, Washable, 12 Pack
\$3.92 - Quantity: 1
In stock on August 29, 2017.
Sold by: Amazon.com LLC

Choose a delivery option:

- FREE Shipping (5-8 business days)
- FREE Standard Shipping (4-5 business days)

Choose a shipping preference

- Group my items into as few shipments as possible.
- I want my items faster. Ship them as they become available. (at additional cost)

4. BEFORE YOU SUBMIT YOUR ORDER FOR APPROVAL, PRINT THIS PAGE to attach to the Student Association Purchase Order which you will submit at the Student Activities Office. *Click Submit order for approval.*

Review your order

i This order requires approval.
Submit your order for review and approval by Bard Purchasing Dept.

i Save your settings for future orders
 Use these delivery and payment settings as defaults for future orders.

i Important message
Tax Exemption has been applied to your order. By placing this order you acknowledge that you are providing your tax exemption certificate to the below sellers.

Payer
Student Activities (Bard College)
[Change](#)

Payment method [Change](#)
Pay by Invoice

Promotional Codes:

Shipping address [Change](#)
Kristin Betts
30 Campus Road
Annandale on Hudson, New York 12504
United States
Phone: 8457587331
[Ship to multiple addresses](#)

Submit order for approval

By placing your order, you agree to Amazon's
privacy notice and conditions of use.

Order Summary

Items (20):	\$197.78
Shipping & handling:	\$64.15
Free Shipping:	-\$64.15
Total before tax:	\$197.78
Estimated tax to be collected:	\$0.97
Order total:	\$198.75

Qualifying offers:
- Free Shipping
[How are shipping costs calculated?](#)