

MEMORANDUM

March 30, 2023
Information - NEW



Office of Finance
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

TO: All Principals and Directors
FROM: Robert Reilly, Associate Superintendent of Finance *RR*
SUBJECT: *Amazon Business Account*

Summary

The Division of Controller is implementing a global Amazon Business account in order to improve transparency and eliminate the Amazon Prime membership fee for each school/office. Schools and offices will still benefit from fast and free business delivery. Additionally, account administrators will be able to track and analyze J.P. Morgan purchasing card transactions more easily.

Amazon Business offers guided buying that allows account administrators to create policy rules that guide employees to approved products and help prevent procurement violations. The Amazon Business account is not to be used for personal purchases. Additional information will be provided regarding account access once the Amazon Business account is finalized.

Important Date

On **Thursday, March 30, 2023**, we will be sending all Montgomery County Public Schools Amazon purchasers an email with a link to the Amazon Business Central Account so that they can begin taking advantage of the benefits of Amazon Business.

If you have any questions regarding the Amazon Business account, please contact the Division of Controller at 240-740-7500 or controllersos@mcpsmd.org.

A handwritten signature in blue ink that reads 'M. Brian Hull'.

Approved by: _____

M. Brian Hull, Chief Operating Officer