AMAZON BUSINESS

Terms of Use Form

UNIVERSITY OF
South Carolina

TERMS OF USE FORM

- The Terms of Use form is required for all cardholders that wish to activate a UofSC Amazon Business account.

- You may choose to fill out and sign the form electronically, then email the form to our office's purchasing@sc.edu address.

- You may also prefer to print, physically fill, and sign this form. It can then be sent via campus mail, or it can be scanned and emailed to our office's purchasing@sc.edu address.

Before activating a UofSC Amazon Business account, a requester must agree to the terms of use outlined below. E-mail the completed form to the Purchasing Department.

1. Amazon Business accounts are only available for authorized university procurement cardholders. The Procurement Card is a Visa credit card issued by Bank of America under the State of South Carolina's Purchasing Card Program. This program is administered at UofSC by the Purchasing Department.

2. Purchases made using UofSC Amazon Business accounts are to be used for official university business only. All restrictions, regulations, policies, and procedures related to the university procurement card program, including the mandatory utilization of statewide contracts, remainapplicable to Amazon Business purchases.

3. Amazon Business accounts associated to a university e-mail address **may not be used for personal transactions**. An employee is required to use a personal Amazon account and a personal method of payment for personal transactions, even if the purchases are to be reimbursed by the university.

4. Only employee email addresses may be used for Business accounts. No division, department, or other resource email addresses may be used to activate a Business account under this program.

5. If an employee's university email address has previously been used to for a personal account or another Business account outside of the university's central account, it is required that the email associated with that account be changed to a personal (non-UofSC) email address prior to activating the university Business account with the UofSC email address.

6. Only valid university p-cards are permitted to be used for UofSC Amazon Business account purchases. Personal debit/credit cards should not be added to a university Business account. The Controller's Office Business Expense Cards should not be used for purchases under the Purchasing Department's Amazon Business program.

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ADOBE ACROBAT READER DC

- Filling and signing forms electronically is available using **Acrobat Reader DC**, which can be obtained here: get.adobe.reader

- Acrobat Reader is a free software program. If your PC does not have this application installed already, it may require administrative credentials from your department's IT liaison to authorize installation.

- If your PC has an older version of **Acrobat Reader** installed, you may need to download the latest version from Adobe's website and re-install the application.

- If you already have a copy of the paid **Acrobat DC** (aka Acrobat Pro) on your PC, you will not need to download **Acrobat Reader DC**.

FILL AND SIGN DOCUMENTS USING ACROBAT

- Guidance for signing documents electronically is available from Adobe:

https://helpx.adobe.com/acrobat/how-to/fill-and-sign-pdf-forms.html

- This presentation contains screenshots and step-by-step instructions on slides 5-10.

South Carolina

STEP 1 – CHOOSE 'FILL & SIGN' IN RIGHT MENU

Cardholder Name	Employee Email
USC/Employee ID	Card Last 4 Digits

☐ I have read and understand the Amazon Business terms of use outlined above.

_____   _____

Signature   Date

Combine Files

Organize Pages ⌃

Delete, insert, extract and rotate pages.

Try now

Compress PDF

Redact

Protect

Fill & Sign

Fill and sign forms or get them signed from others

Send for Comments

More Tools

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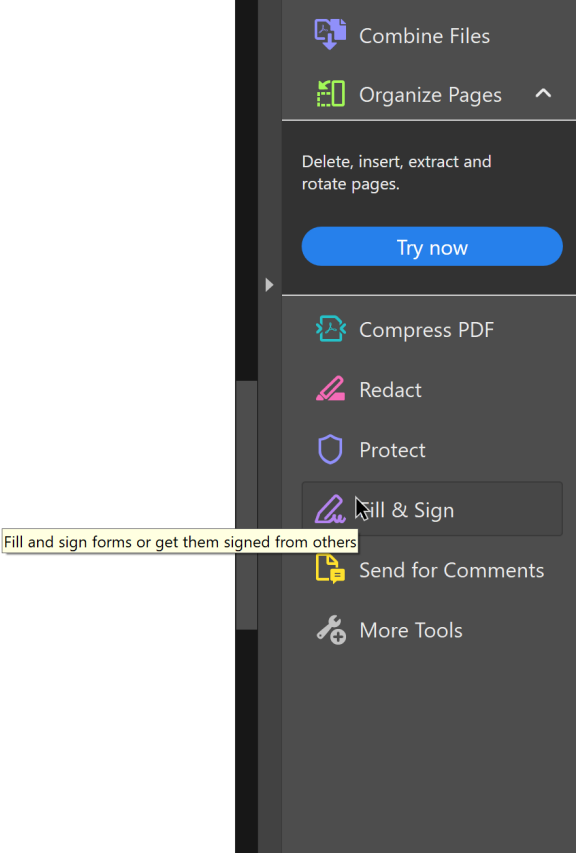
STEP 2 – CLICK "FILL AND SIGN"

Fill, sign and send

Fill form fields, add text and draw or type your signature.

Fill and sign

South Carolina
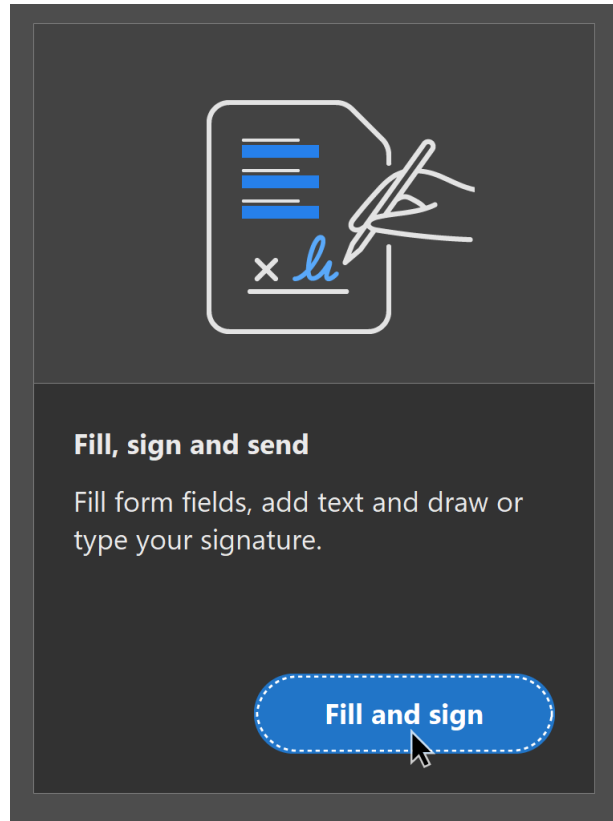
STEP 3 – CLICK ON FIELDS TO ENTER INFORMATION

Cardholder Name	Employee Email
Jane Doe	jane.doe@sc.edu
A A 🗑 Ab ⋯ **D** Type text here	**Card Last 4 Digits** 9999

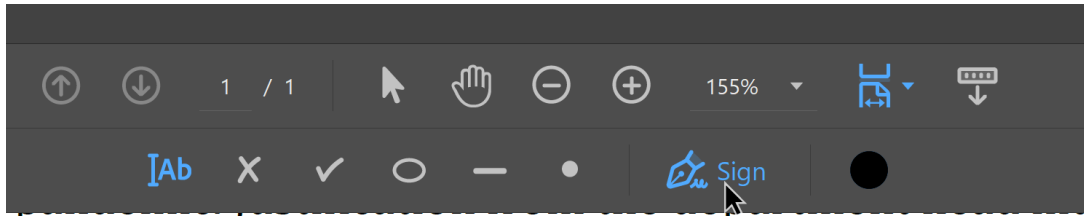☑ I have read and understand the Amazon Business terms of use outlined above.

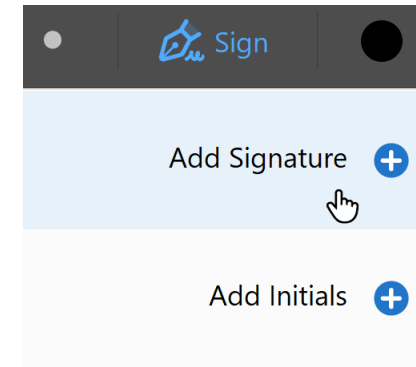A A 🗑 Ab ⋯

_____   _____

Signature   Date

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STEP 4 – CHOOSE THE 'SIGN' OPTION ON THE TOP MENU

STEP 5 – CHOOSE 'ADD SIGNATURE'
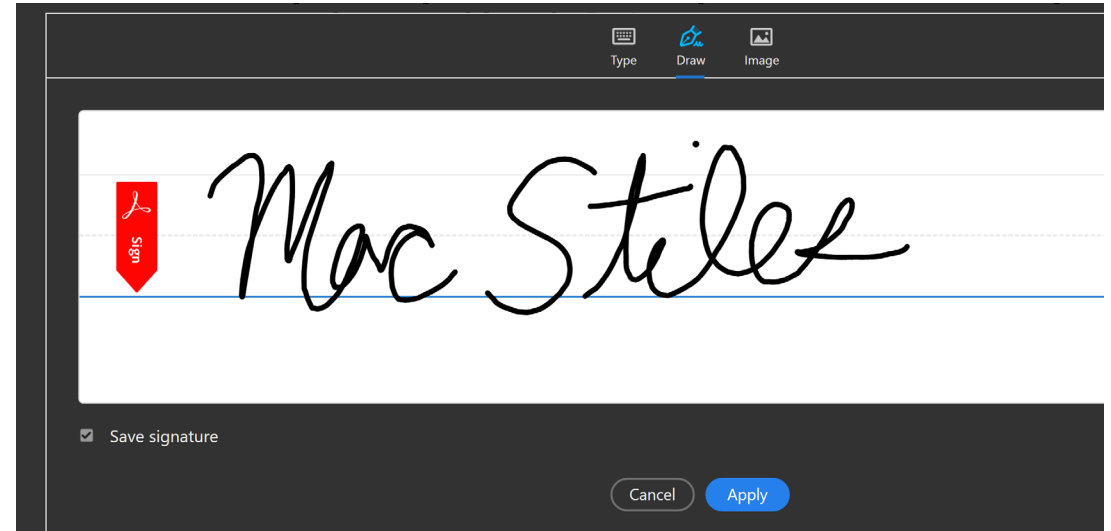
STEP 6 – SELECT YOUR SIGNATURE FORMAT
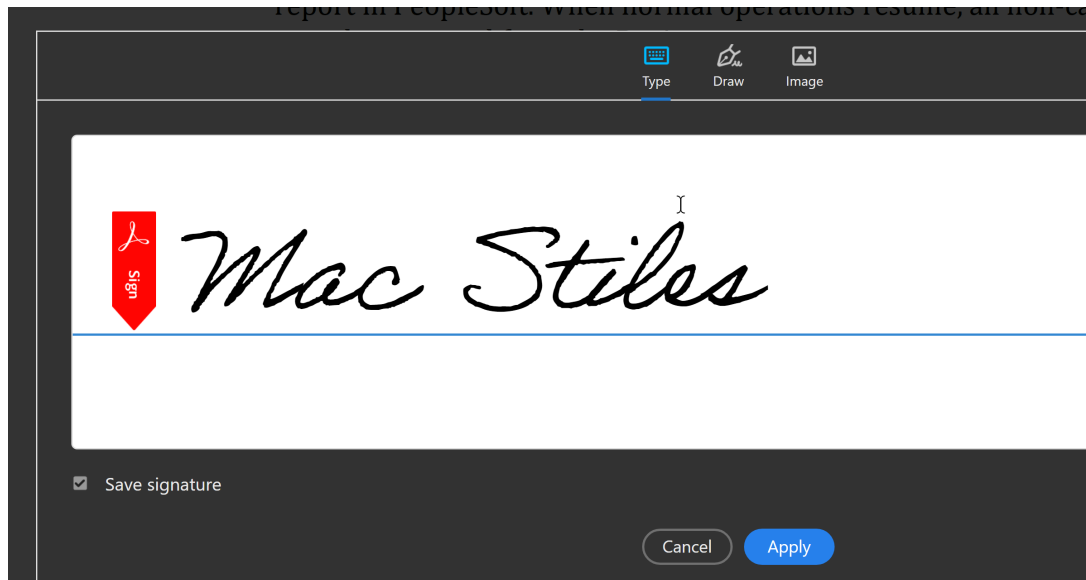
You may type using your keyboard.

You may draw using your mouse or a touchscreen.

STEP 7 – PLACE YOUR SIGNATURE ON THE LINE

☑ I h[A A 🗑 ⋯]and understand the Amazon Business terms

Mac Stiles
_____
Signature

South Carolina

QUESTIONS
OR
PROBLEMS ?

Mac Stiles

Amazon Business Account Administrator

mac.stiles@sc.edu

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