



Red Clay Consolidated School District Amazon Business Use Form

- Please call/email the Amazon Business contact, Steven Andrzejewski at 302-552-3725 steven.andrzejewski@redclay.k12.de.us, with any questions.
- After completing the order on Amazon, submit this form with order summary **IMMEDIATELY** to ensure price and availability.
- Maximum Amazon order is \$1,000.

Today's Date: _____ Order Total: _____

Department/School: _____

Requisitioner/Secretary: _____

Order Number(s): _____ Amount \$ _____

_____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____

_____ \$ _____ # _____ \$ _____

Budget to be Charged: _____

DEPARTMENT FUNDING:

Budget Reference: _____ Fund: _____ Dept: _____

Operating Unit: _____ Appropriation: _____ Program: _____

Account: _____ Category Code: _____ Loc: _____

PC Business Unit: _____ Project: _____ Activity: _____

INTERNAL ACCOUNT FUNDING:

Internal Account Check Request must be sent in with approved invoice

Account Number: _____

Description of Materials Purchased:

Manager Approval: _____

Date: _____