



Red Clay Consolidated School District Amazon Business Use Form

- Please call/email the Amazon Business contact, Laura Palombo at 302-552-3725 laura.palombo@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: _____