



Amazon Business Prime

Effective Monday, April 26th, we will transition from Amazon Business to Amazon Business Prime. All current UW Amazon Business accounts with p-cards will be automatically migrated to Amazon Business Prime. Those who have individual prime memberships with a UW email address, but without a p-card, will receive an email notification on Monday about how to join the Business Prime account.

It is still preferred to order goods through our contracted procurement suppliers (Office Depot, CDW-G, Fastenal, Fisher Scientific, and Fisher Chemical) before seeking those goods through Amazon. However, we understand there are circumstances where departments will save dollars by using Amazon and therefore the reason for the change to prime.

No personal purchases should ever be made on the Business Prime account. Please ensure you keep personal amazon purchases separate from the business account.

If you have any questions, or if your department does not have an Amazon Business account and would like to create an account, please email procurement-card@uwyo.edu. This transition was also presented at the April Monthly Deep Dive on April 15th. You can view the recording and presentation slides [here](#).

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