

Amazon Contract Use Information



The City of Round Rock has contracted with Amazon Business. through the OMNIA Partners Cooperative Contract No. R-TC-17006, City Contract No. R-2021-007 for the purchase of good and services needed to support City operations.

The City of Round Rock's Amazon Business Prime Account is tax-exempt for efficient, cost saving purchasing and visibility of direct spend. This Contract is approved for using City ProCards for purchases.

- Contact the ProCard Administrator, Margie Howard, or Amanda Crowell to request to be added to the City's Amazon account. Do ***not*** create a new account.
- A request for a login must be approved by your supervisor prior to being added to the City's Amazon account.
- Online ordering at www.amazon.com is a Business Prime account, tax-exempt.
- ProCard purchases will be adjusted monthly to the Contract in Munis.

If you have any questions or issues on placed orders, please contact:

Amazon Assistance:

Use the Help link listed on the website or from your order with the issue.

Business Customer Support Line:

888.281.3847

If you have any questions or issues using this account, please contact:

Margie Howard, CPPB

Accounting Technician Senior

ProCard Administrator

Ofc: 512.218.7069 Fax: 512.218.7028

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