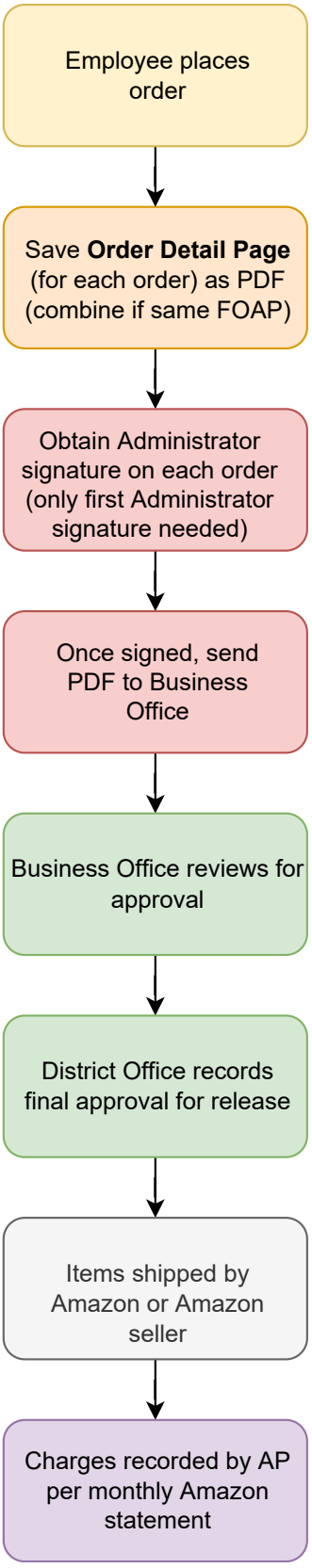
Amazon


Employee places order
Save **Order Detail Page** (for each order) as PDF (combine if same FOAP)
Obtain Administrator signature on each order (only first Administrator signature needed)
Once signed, send PDF to Business Office
Business Office reviews for approval
District Office records final approval for release
Items shipped by Amazon or Amazon seller
Charges recorded by AP per monthly Amazon statement