



# AMAZON

Purchases from Amazon.com can only be processed as reimbursement

Make sure an ASU affiliate makes the purchase

Wait until the items have been shipped

Print out the Shipping Confirmation page that shows the following:

- Vendor Information
- Date of Purchase
- Details of item purchased
- Items have shipped
- Total amount paid
- Proof of payment such as card holder name and last four of card number used

It takes a few weeks to process a reimbursement, but once your purchase request is approved, you can expect a check in the mail within three weeks.

Review the guidelines for reimbursement on the Spending Guidelines webpage  
If food is purchased, view the guidelines for food  
Below is an example Shipping Confirmation page



## Final Details for Order #

[Print this page for your records.](#)

**Order Placed:**  
**Amazon.com order number:**  
**Order Total: \$**

### Shipped on

#### Items Ordered

**Price**  
\$

Sold by:

Condition: New

#### Shipping Address:

#### Shipping Speed:

One-Day Shipping

### Payment information

#### Payment Method:

Visa | Last digits:

#### Billing address

Item(s) Subtotal: \$

Shipping & Handling: \$

Total before tax: \$

Estimated tax to be collected: \$

**Grand Total: \$**

#### Credit Card transactions

Visa ending in :

\$

To view the status of your order, return to [Order Summary](#).

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