



BROWN
Strategic Procurement
and Contracts

Did You Know?

NEWSLETTER



For institutional Amazon purchases, use Brown's Amazon Business account instead of a personal Amazon Prime account for more efficiency. Contact Purchasing@brown.edu for help with setup. Limit Amazon Business purchases to items not already covered by /available through Brown [Strategic Supplier](#) contracts or existing punchouts (e.g., standard office supplies, furniture, computers, printers, etc.).

»»» AMAZON

»»» UNIT COST A DOLLAR

On a Goods PO, If you alternate the Quantity and Unit cost you'll be able to accommodate multiple receipts and invoices.

Accommodates multiple receipts and invoices

Quantity	*Unit of Measure	Unit Cost
4775	× Each ...	1.00

Does NOT Accommodates multiple receipts and invoices

Quantity	*Unit of Measure	Unit Cost
1	× Dollar ...	4,775.00

»»» DATASETS / DATA USE

New Spend Category for Datasets / Data Use Purchases (such as specialized datasets used for research) - Spend Category 3485 should be used for these types of purchases to ensure accuracy of reporting and appropriate workflow approval routing

»»» EQUIPMENT REQ'S

List all related items, including equipment, installations, and *shipping costs, on the same equipment line. This ensures they are treated as one unit for accounting purposes.

List the following costs on a separate line, consumable items, extended warranties, maintenance agreements, replacement parts, and removal costs

**Equipment costs under \$5k; shipping is to be listed separately on its own line.*



**AMERICA TO GO
WILL HAVE NEW LOOK AND FEEL,
INCLUDING A STREAMLINED ORDERING
PROCESS. MORE TO COME !**