

OSU Amazon Business Account – Group Administrator Access Request & Agreement Form

Please complete and submit this form to the PCard Office at pcard@osu.edu.

SECTION I – Amazon Business Account Group

College/VP Area	
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SECTION II – Amazon Business Account Group Administrator

Name	
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Email (@osu.edu only)	
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SECTION III – Amazon Business Account Group Administrator Agreement Statement

As the recipient of the Group Administrator role, I

1. Understand that access to the OSU Amazon Business Account as a Group Administrator is limited to the Senior Fiscal Officer of the College/VP Area and/or those individuals authorized by the Senior Fiscal Officer and submission of this form.
2. Recognize that access to the OSU Amazon Business Account as a Group Administrator should be established for administrative purposes, including Requisitioner set-up, maintenance, and reporting.
3. Accept that Group Administrators are prohibited from sharing their login credentials information with other individuals to access the OSU Amazon Business Account to perform administrative or procurement functions on their behalf.
4. Understand that access to the OSU Amazon Business Account is exclusive to a university email address. Any personal Amazon accounts associated with a university email address must be transferred to a personal email address (i.e., Gmail or Yahoo accounts) in order to maintain the Group Administrator access.
5. Agree to confirm the following access restrictions before setting up a new Requisitioner in the OSU Amazon Business Account:
 - a. The Requisitioner must be an active PCard Manager to acquire and maintain Requisitioner access in the OSU Amazon Business Account.
 - b. The OSU Amazon Business Account must only be used for university business purposes. Personal use or any unauthorized use of the University's sales tax exemption is prohibited.
 - c. All purchases made through the OSU Amazon Business Account with a PCard must comply with The Ohio State University's [Expenditures](#), [Internal Controls](#), [PCard](#), and [Purchasing](#) policies.
6. Acknowledge that the OSU Amazon Business Account's Primary Administrator (PCard Office) reserves the right to revoke access to the OSU Amazon Business Account when restrictions noted above have been violated. Any personal, improper or fraudulent purchases through the OSU Amazon Business Account could be considered misappropriation of university funds and will result in immediate revocation of the associated PCard and may result in corrective action up to and including termination and/or criminal action. In addition, the university will seek restitution for any inappropriate charge.

Group Administration Certification

As the Group Administrator, I have read and agree to the statements above. By signing this form, I acknowledge the responsibilities associated with the Group Administrator access to the OSU Amazon Business Account and agree to comply with the university's applicable laws, policies and ethical practices when administering the account.

SECTION IV – Authorization

Designated Group Administrator (Required)

Signature	X	Date
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Senior Fiscal Officer (Required)

Signature	X	Date
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