

## Amazon Order Instructions

To increase detailed spending records and minimize repeat purchases, please submit all amazon purchases through this Google form:

<https://goo.gl/forms/Fo4GJ8rTF5o18TvA2>

All orders will be placed in a timely manner and all confirmations will be sent to your email. You are able to purchase up to three separate items to ship to a single address, but you will have to fill out the purchase page for each item. I understand that this form may take some time to fill out, but this also means that you will not have to fill out an RFP or wait for a reimbursement. You will receive a confirmation invoice immediately (Subject line: Form Publisher – [Date] [Name]) and the Amazon confirmation email after the order is placed. Feel free to leave any suggestions/comments at the end!

Questions? Email [swe-treasurer@mit.edu](mailto:swe-treasurer@mit.edu)