

## Amazon Order Instructions

In an effort to increase detailed spending records and minimize repeat purchases, please submit all amazon purchases through this Google form:

<https://docs.google.com/forms/d/1ndgQWhsa0fiB2eyQa1efnFhZurcbkbbkaLu0-TSElmzk/viewform>

All orders will be placed in a timely manner and all confirmations will be sent to your email. Thank you!

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)