

HOW TO PLACE AN AMAZON ORDER AFTER RECEIPT OF AN APPROVED AMAZON PO:

When your Amazon PO prints Purchasing will email the PO to you. Please follow these instructions:

Attached please find your Amazon PO. Please log into your Amazon account and

use this PO # to check out: What's this? ▼

If there are price or item changes, (an item is more or less, or no longer available but you can find a comparable item) it is okay to make those changes and check out with your Administrator's permission. ***Please advise Purchasing of any changes by emailing your Order Confirmation to purchasingdept@conejousd.org so we can correct the PO and send out revised copies.***

Thank you for your patience and cooperation while we work out the bugs in our new procedure! Stayed tuned for changes in the next few weeks that will make entering Amazon PR's easier! 😊

When you're ready to place the order, log into your Amazon account, add items to your cart and follow the instructions to check out. You will see the box above to enter your PO number in.

If you get stuck, Purchasing can walk you through the procedures. Call us at 805-498-4557 X 162