For items that cannot be obtained via UTMarket, iSchool faculty and staff may submit small purchase requests via Amazon using their preauthorized Amazon Business Prime account.

Creating your Amazon Business Prime account

1. If you haven't already been invited, contact the iSchool finance team to request an invitation.
2. Your invitation to create a new Amazon Business Prime account will be sent to one of your UT-affiliated email addresses — most likely your ischool.utexas email if you have one. If this email address is already attached to your personal Amazon account, you must change that before proceeding to accept the invitation.

Advice Regarding Your Shipping Address

Aside from certain rare and unusual circumstances (Covid-19 for instance) orders should be shipped directly to the iSchool reception desk — UTA 5.202. Though Amazon's address entry form might seem straightforward, their parsing algorithm often has a tendency to reformat and rearrange things in a suboptimal fashion. Therefore, it's recommended that you follow the template below very closely to ensure packages are shipped correctly.
Full name
[Your Name] - UT School of Information

Address line 1
1616 GUADALUPE ST

Address line 2
SUITE 5-202 substitute a hyphen for the decimal in 5.202

City
AUSTIN

State / Province / Region
TX

Zip Code
78701

Phone number
[your phone number]

May be used to assist delivery

Add delivery instructions (optional)
Do we need additional instructions to find this address?
N/A

Do we need a security code or a call box number to access this building?
N/A

Delivery preferences
These preferences only apply to items shipped by Amazon.

Can you accept weekend deliveries?
Sat No Sun No NO WEEKEND DELIVERIES
If circumstances specifically require that you ship an order off campus, you must provide a brief explanation in the Comments for approver field during checkout. Deliveries off campus will be reviewed on a case-by-case basis and must remain within the state of Texas.

Note: So long as Covid-19 social distancing protocols remain in place, off-campus deliveries will be approved without additional explanation.

Placing An Order

1. Do your shopping and proceed to checkout the same as you normally would.
2. You'll be alerted that your order requires approval from your Amazon Business Prime administrator. **IMPORTANT**: You must communicate your preferred funding source for the purchase ("startup", "research grant x", specific 10-digit account number, etc) in the Comments for approver box before proceeding. If you're uncertain which is the most appropriate account, please consult with Kamar. *if you're purchasing gift cards for a research study, please see additional instructions located here.*
3. Next, you'll have the option of selecting a shipping address or entering a new one.
4. After all has been completed, your order will route to the iSchool's designated approver for review and payment authorization.