

AMAZON INCREASE IN SERVICES (INFORMATIONAL)

A staff member received a \$500 stipend in the form of an Amazon gift card for completing MCP modules. Because it was not personal funds that paid for the class, the gift card was attached to her district account. Our current system is invoice payment only, no gift cards. Because we did not want her to lose this opportunity another Amazon group has been created.

The group is entitled "Direct Pay Group" and the gift certificate recipient must work directly with Cathy Holman in purchasing to redeem their gift card. She will place them in the Direct Pay Group to spend up to the total of their gift card without going over. Since this purchase is on a gift card and not from a district budget, their order will be approved and processed by Cathy Holman.

Once the order is received, Cathy will remove their name from the Direct Pay Group allowing them to continue to use the protocol in place, creating a wish list and sharing it with their requisitioner.