

Amazon Business Account – Group Administrator Access Request & Agreement Form

SECTION I – Amazon Business Account Group			
Department Number/Name			
SECTION II – Amazon Business Account Group Administrator			
Name			
Title			
Email			
Address		Phone	
SECTION III – Amazon Business Account Group Administrator Agreement Statement			

As the recipient of the Group Administrator role, I

1. Understand that access to the Arkansas Amazon Business Account as a Group Administrator is limited to those individuals authorized by the agency Chief Procurement Office, Agency Procurement Official, or designee.
2. Recognize that access to the Arkansas Amazon Business Account as a Group Administrator should be established for administrative purposes, including Requisitioner set-up, maintenance, and reporting.
3. Accept that Group Administrators are prohibited from sharing their login credentials information with other individuals to access the Arkansas Amazon Business Account to perform administrative or procurement functions on their behalf.
4. Understand that access to the Arkansas Amazon Business Account is exclusive to an agency email address. Any personal Amazon accounts associated with an agency email address must be transferred to a personal email address (i.e., Gmail or Yahoo accounts) in order to maintain the Group Administrator access.
5. Agree to confirm the following access restrictions before setting up a new Requisitioner in the Arkansas Amazon Business Account:
 - a. The Requisitioner must be an active employee of the agency to acquire and maintain Requisitioner access in the Arkansas Amazon Business Account.
 - b. The Arkansas Amazon Business Account must only be used for agency purchasing. Personal use or any unauthorized use of the agency's sales tax exemption is prohibited.
 - c. All purchases made through the Arkansas Amazon Business Account with a PCard must comply with the State of Arkansas' expenditures, internal controls, PCard, and purchasing laws, rules, and policies.
6. Acknowledge that the Arkansas Amazon Business Account's Primary Administrator (Credit Card Team) reserves the right to revoke access to the Arkansas Amazon Business Account when restrictions noted above have been violated. Any personal, improper or fraudulent purchases through the Arkansas Amazon Business Account could be considered misappropriation of funds and will result in immediate revocation of the associated PCard and may result in corrective action up to and including termination and/or criminal action. In addition, the state will seek restitution for any inappropriate charge.

Group Administration Certification	
As the Group Administrator, I have read and agree to the statements above. By signing this form, I acknowledge the responsibilities associated with the Group Administrator access to the Arkansas Amazon Business Account and agree to comply with the State's applicable laws, policies and ethical practices when administering the account.	

SECTION IV – Authorization			
Designated Group Administrator			
Signature		Date	
Senior Fiscal Officer or Designee			
Signature		Date	

Please complete the form and email to creditcards@dfa.arkansas.gov for processing.