



**CATHEDRAL  
& CHAPELS**



Email completed form to [admin@kingscentral.net](mailto:admin@kingscentral.net)

*King's Cathedral & Chapel will no longer pay for personal Amazon Prime Accounts. We have partnered with Amazon to create an Amazon Business Account. Effective June 1, 2022*

*Amazon Business Prime collectively provides purchasing power when we combine all the accounts to reduce the costs of products and services for our organization. At the end of the year, Amazon conducts an analysis on types of products and costs. They act as a broker for King's Cathedral and Chapels to negotiate better prices for all congregations to participate and enjoy the extra benefits as our organization grows.*

**Do's & Don'ts**

1. Do follow the finance policies and procedures that are in place. The finance request process has not changed with the Amazon Business implementation. All funds must be approved and provided on the PEX card prior to making a purchase with Amazon Business.
2. Do use the funds on the PEX card ONLY for what it has been approved for.
3. Do use the authorized amazon business account (first name, last [name@kingscentral.net](mailto:name@kingscentral.net)) account for all purchases.
4. Do upload all receipts to your PEX card identifying the tags and inserting notes.
5. Don't use this account for personal purchases.
6. Don't share your login with anyone else, if they need a login they must request using this form.

If this privilege is abused in anyway, it can lead to the loss of your amazon business account. The information above is subject to change at any time.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Location: \_\_\_\_\_ Ministry: \_\_\_\_\_

I agree to the statements above.

Signature: \_\_\_\_\_

Campus Pastor Signature: \_\_\_\_\_

Office Use Only

Added Account \_\_\_\_\_

User Notified: \_\_\_\_\_

*Please scan and file to Kings OneDrive*