

## How To Obtain an Amazon Detailed Invoice:

Amazon is a Level 3 vendor for PCARDS and receipts are not required to be uploaded, but there are instances where the detail information is not shared via BOA WORKS.

If you receive a request from the PCARD Accountant, use the below process to obtain an Amazon invoice.

- x From the main Amazon screen, click on orders.



Find the order information needed from the list. Click on Invoice:



- x Upload this itemized invoice to your transaction.

