

In order for you to be reimbursed for Amazon items/receipts, we need a copy of the 'Final Details for Order/Invoice' that shows the shipping address and the name of the person that purchased the items. Please see instructions below.

1. Log on to Amazon
2. Go to "Your Account"
3. Click "Your Orders"
4. Below the order number, click the "invoice" link (see the second screenshot below Final Details for Order/Invoice). Provide this copy with your expense reimbursement.

If you have questions, contact Accounts Payable at accountspayable@tahomasd.us

The screenshot shows the Amazon website's 'Your Orders' page. The browser address bar displays 'https://www.amazon.com/gp/css/order-history/ref=ya_orders_css'. The page header includes the Amazon Prime logo, a search bar, and user account information for 'Francis'. The main content area is titled 'Your Orders' and shows a search bar and a 'Search Orders' button. Below this, there are tabs for 'Orders', 'Open Orders', 'Digital Orders', and 'Cancelled Orders'. A filter indicates '22 orders placed in past 6 months'. Two orders are listed:

ORDER PLACED	TOTAL	SHIP TO	ORDER #
December 30, 2014	\$43.36	Joannie Jequinto	109-1160221-2011412
December 22, 2014	\$0.00	Francis Jequinto	114-6503807-8940250

The first order is 'In transit' with an expected delivery of 'Friday, January 2, 2015 by 8pm'. The item is '8 of Smead Poly Envelope, 1-1/4" Expansion, String-Tie Closure, Side Load, Letter Size, Clear, 5 per Pack (89521)'. The second order is 'Delivered' on 'Wednesday, December 24, 2014 by 8pm'. The item is 'Install Bay BVST6 Spade Terminal Vinyl Connector 16/14 Gauge #6, Blue (100-Pack)'. Both order entries include buttons for 'Track package', 'Return or replace items', 'Archive Order', and 'Buy it Again'.

Final Details for Order #109-1160221-2011412

[Print this page for your records.](#)

Order Placed: December 30, 2014
Amazon.com order number: 109-1160221-2011412
Order Total: \$43.36

Shipped on December 30, 2014	
Items Ordered	Price
8 of: Smead Poly Envelope, 1-1/4" Expansion, String-Tie Closure, Side Load, Letter Size, Clear, 5 per Pack (89521) Sold by: Amazon.com LLC Condition: New	\$4.99
Shipping Address: Joannie Jequinto TAHOMA DISTRICT OFFICE 25720 MAPLE VALLEY, WA 98038-8313 United States	Item(s) Subtotal: \$39.92 Shipping & Handling: \$0.00 ----- Total before tax: \$39.92 Sales Tax: \$3.44 -----
Shipping Speed: Two-Day Shipping	Total for This Shipment: \$43.36 -----

Payment information	
Payment Method: Visa Last digits: 6604	Item(s) Subtotal: \$39.92 Shipping & Handling: \$0.00 -----
Billing address Joannie Jequinto TAHOMA DISTRICT OFFICE 25720 MAPLE VALLEY, WA 98038-8313 United States	Total before tax: \$39.92 Estimated tax to be collected: \$3.44 ----- Grand Total: \$43.36

To view the status of your order, return to [Order Summary](#).

Please note: This is not a VAT invoice.