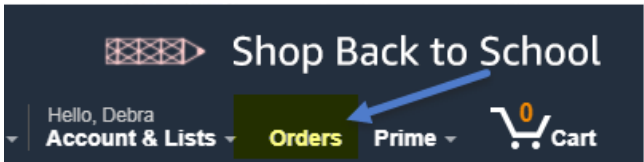


# How To Obtain an Amazon Detailed Invoice:

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.

- From the main Amazon screen, click on orders.




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

ORDER PLACED: July 13, 2017 | TOTAL: \$7.89 | SHIP TO: Debra L Watkins | ORDER # 112-6877370-4309069

[Order Details](#) | [Invoice](#)

**Delivered Jul 15, 2017**  
Your package was delivered. It was handed directly to a resident.

 **Vivoice Soft Skin Gel Mouse Mat Pad with Gel Wrist Support/Rest Silicone Wrist Mouse Pad Mousepad Wristbands Hand Pillow Computer Keyboard Mouse Pad (purple)**  
Sold by: Vivoice  
Return window closed on Aug 14, 2017  
**\$7.89**

[Buy it again](#)

[Leave seller feedback](#)  
[Write a product review](#)  
[Archive order](#)

- Upload this itemized invoice to your transaction.

amazon.com

Final Details for Order #112-6877370-4309069  
[Print this page for your records.](#)

Order Placed: July 13, 2017  
Amazon.com order number: 112-6877370-4309069  
Order Total: \$7.89

Shipped on July 14, 2017	
<b>Items Ordered</b> 1 of: Vivoice Soft Skin Gel Mouse Mat Pad with Gel Wrist Support/Rest Silicone Wrist Mouse Pad Mousepad Wristbands Hand Pillow Computer Keyboard Mouse Pad (purple) Sold by: Vivoice (seller:scodile) Condition: New	<b>Price</b> \$7.89
<b>Shipping Address:</b> Debra L Watkins United States	Item(s) Subtotal: \$7.89 Shipping & Handling: \$0.00 Total before tax: \$7.89 Sales Tax: \$0.00
<b>Shipping Speed:</b> Two-Day Shipping	<b>Total for This Shipment: \$7.89</b>
Payment information	
<b>Payment Method:</b> Visa   Last digits: 2330	Item(s) Subtotal: \$7.89 Shipping & Handling: \$0.00
<b>Billing address:</b> Debra L. Watkins United States	Total before tax: \$7.89 Estimated tax to be collected: \$0.00
<b>Credit Card transactions</b>	<b>Grand Total: \$7.89</b> Visa ending in 2330: July 14, 2017: \$7.89

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

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