

Teacher Classroom Supply Instructions

The Teacher Classroom Supply (TCS) Program is powered by Amazon Business Solution. Section 1012.71, Florida Statutes, "The Florida Teachers Classroom Supply Assistance Program," governs this program and provides the guidelines to be followed by all parties involved to ensure adequate accountability and proper use of public funds.

The Amazon platform simplifies the purchasing process and allows the end user to take advantage of Amazon's wide product selection and competitive prices. Going forward we encourage end users to place all their TCS orders through this new Amazon Business account. Shopping on Amazon Business is as user friendly as Amazon.com.

Additional benefits include:

- Free 2-Day shipping on Prime-eligible items (learn more),
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers,
- Access to millions of additional products, available only to Business customers,
- Business-specific pricing, including quantity discounts on eligible items, and
- Access to a specialized Amazon Business Customer Service team.

Note: You must register in the Amazon TCS program to access your TCS funds whether or not you use the Amazon services.

To register, please proceed with the following instructions:

STEP 1: To get started, on your keyboard hold the "Ctrl" key and click this [Link](#) (you may be asked to login to your district account) to certify that you will comply with all requirements by answering the three (3) questions on the 2021-22 FLORIDA TEACHER CLASSROOM SUPPLY ASSISTANCE PROGRAM ACKNOWLEDGEMENT FORM. Please note that in the near future this form will be available in PeopleSoft.

(If you have already completed this step, proceed to Step 2, below).

Note: You must use SCPS email domain @SCPS.k12.fl.us. Amazon Business TCS account will not work with @myscps or personal emails.

STEP 1: (For Charter Schools only): To get started, click the following link <https://forms.office.com/r/WNcgwPBFeZ> to certify that you will comply with all requirements by answering the three (3) questions on the 2021-22 FLORIDA TEACHER CLASSROOM SUPPLY ASSISTANCE PROGRAM ACKNOWLEDGEMENT FORM (Please note that this is an internal SCPS form. It is not linked to Amazon software) (If you have already completed this step, proceed to Step 2, below).

*After you have submitted the Acknowledgement Form, by Friday of the week you submitted the form, if not sooner, you will receive, depending on your registration status, either an **email** from Amazon@Business.com or the TeacherClassroomSupply@scps.k12.fl.us to register.*

STEP 2: Upon receipt of the email from Amazon@Business.com follow the instructions in the **Amazon Business User Registration Guide** to complete the registration process.

FINALLY, After you have successfully registered your account, email the TeacherClassroomSupply@scps.k12.fl.us to request funds for your account. When the TCS funds are added to your account, the amount will appear at checkout.

Other topics:

Please make sure to log in from a computer/laptop. **The Amazon TCS program is not configured for mobile devices.** If you don't receive an email from Amazon Business, check your Outlook junk/spam email box. Please register as soon as you receive the invitation from Amazon. The invitation has an expiration date.

If you have problems **registering or accessing your account** or have not received a satisfactory response from Customer Services, please contact **Tonya Hancock, Amazon Account Representative**, at hanctony@amazon.com or 571-234-4767.

For issues relating to **password reset**, please contact **Amazon Business Customer Support** at **888-281-3847**.

If you are **locked out of your account** due to multiple password attempts, please contact the Amazon Account Representative noted above to escalate the problem.

If you have previously created an Amazon account using scps.k12.fl.us email, please contact Customer Services to deactivate your account to receive your invitation from the Amazon TCS account.

If you have returned a product(s) for a refund, the funds will be returned to the "Allocation Amount" field found at checkout. With regards to the product(s) returned, please check "Your Orders," section from the pull-down menu or contact Customer Support for directions. In cases of returns, you would need to monitor your expenditure to determine if funds were credited to your account. With that said, if you confirmed that the product(s) returned is in "Your Orders," section, then your account was credited with the refund.

If you purchased a product outside of the Amazon TCS platform, you may request a reimbursement by submitting a completed **Teacher Classroom Supply Reimbursement** form in PeopleSoft. Note: Any purchases made outside of the Amazon platform must be in accordance with Florida statute.

Note: You have until March 31, to use your TCS funds.

All program documents are located at SCPS Purchasing site at:
<https://www.scps.k12.fl.us/district/departments/purchasing/teacher-supply-card.stml>

For all other questions, please contact us at teacherclassroomsupply@scps.k12.fl.us.