



Effective July 1, 2019

PROCUREMENT DIRECTIVE NUMBER 006

(Issued June 10, 2019)

Horry County eCatalog Requirements

Horry County's Amazon Prime Business Account

In accordance with Horry County Procurement Regulation (HCPR), Subchapters 3-1-1 Chief Procurement Officials, 3-1-2 Director of Procurement, and 10-2 Small Purchase Procedures, this directive sets forth the requirement for Horry County's Amazon Prime Business Account.

1. All Horry County business accounts must be separate from personal accounts;
2. Personal accounts cannot be used for any Horry County business purchases;
3. All Horry County Purchases made through Amazon Prime are required to be processed in the ESM eCatalog (using Horry County's Amazon Prime Business Account).

All payments in the ESM eCatalog must be processed via Purchasing Card (PCard).

This Directive will be strictly enforced. Violation of this directive will result in a PCard Violation, and may result in the revocation of all PCard Privileges.

All instructions to assist with compliance are located on the HCCafe, under Procurement in the eCatalog section within the Amazon Launch Letter.

This Procurement Directive remains in effect until suspended or rescinded in writing.

Kimberly Massie, CPPB

Director of Procurement

KM/hsv