**Amazon Replacement Items For Model Out Of The Box**

Instructions – These items are to supplement the existing Model Out Of The Box program. For example, if something should break you can easily order a replacement item. Some things to keep in mind:

* Every supplemental item purchased through Amazon - the expense WILL reflect in the property’s Operating Expense, it will NOT be a Capital Expense purchase. LOOK first at your budget to make sure there are available funds.
* If the property has Interior Unit Renovations, reach out to your Redevelopment Project Manager who will order the entire Model Out of the Box (not through Amazon) and will take care of the expense with the renovation funds.
* If an item on Amazon becomes discontinued, reach out to Sourcing and Procurement.

Capital budget cost code 820001 = Furnishings – Model Units.

50840 = OPS Model Expenses.

Link to Amazon Items: [Model Out of The Box Replacement Items](http://a.co/ig6u2Y2)