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## BUSINESS CARDS / STATIONERY REQUEST

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From Dept:  Date:

Address:  Bldg:  Room Number:

City:  State:  Zip:

User Name:  Email:  Ext.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PeopleSoft Chartfield: *(Line #1 is the primary default chartfield)*

Fund	Department ID	Project

*Please complete and email to Nancy Trinh, Buyer III (nancy625@sfsu.edu).*



**PROCUREMENT & SUPPORT SERVICES  
BUSINESS OPERATIONS**  
1600 Holloway Avenue, Corporation Yard 140  
San Francisco, CA 94132

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- OPTION 1** Without prior approval routing, approver will see invoice only
- OPTION 2** With prior approval routing, I understand that the user can submit an order, but the order will not be executed until a review/approval by the named below
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As the responsible ordering or approving official, I understand that Office Depot purchases will be billed through the P-card system. I also understand that user(s) are responsible for assigning the appropriate Chartfield values for each order in the P-Card system.

I authorize the person(s) named below to approve OD business cards/stationery purchases online:

Approver Name #1:  Ext.:

Title:  Email:

\_\_\_\_\_  
Signature of Approver

\_\_\_\_\_  
Date

Name:

Title:

Dept: