



OFFICE DEPOT ACCOUNT REQUEST FORM

This form allows the requester to open an account with Office Depot where business cards and other stationery (e.g. letterheads, notecards, envelopes, note pads) with pre-approved design standards can be ordered.

APPLICANT INFORMATION:

DELIVERY ADDRESS:

Name:

Title, Dept.:

Email:

Phone:

Address:

Bldg., Room:

City, State, Zip:

OPTION 1

Requester can place individual orders without prior approval from Approver.

OPTION 2

Approver will need to review and approve order before it can be placed.
Approver must have an account with Office Depot.

CFS CHARTFIELD:

Creating an account requires at least one chartfield. The chartfield is not used as payment information. All orders are paid by P-Card.

Fund	Department ID	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVER INFORMATION:

Name:

Title, Dept.:

Email:

Phone:

Approver Signature

Date

Procurement Signature of Completion

Date