

Auxiliary Accounting

5500 University Parkway, San Bernardino, CA 92407-2397

Main (909)537-7213 Fax (909)537-7175

OFFICE DEPOT/OFFICE MAX WEBSITE ACCESS

Office Depot

Office Max

Both

End User Information: Please Print

Name:	Delivery Location (Bldg/Room):
Department/Project:	Email Address:
Phone Number:	Fax Number:
Chartfield String:	

I request access to Office Depot and/or Office Max website for office supply orders.

Signature of End User

Date

Account Authorizer Information: Please Print

Name:	Building/Room No:
Department/Project:	Email Address:
Phone Number:	Fax Number:

Account Authorizer, please check this box if you would also like access to place office supply orders.

I authorize the above named user to order from Office Depot and/or Office Max.

Signature for Account Authorization

Date

Auxiliary Use Only:

Budget Approver: Please indicate workflow approval for only Office Depot. Office Max goes directly to you for approval.

Account Authorizer → Budget Approver

Directly to Budget Approver

Budget Approval:

Signature

Date

Office Depot End User:

Login ID

Password

Office Max End User:

Login ID

Password

Account Authorizer:

Login ID

Password