



Account #: 89024976

Office Depot Business Online User Application

ACCOUNT SET UP/CHANGE:

- New
 Password Setup
 Change
 Delete

TYPE OF USER ID (THIS PORTION IS TO BE COMPLETED BY DEPARTMENT ADMINISTRATOR):

- Order Entry Only (User is Classified Staff)
 Approval Only (User is Department Administrator)

Name of User: _____

Approving Administrator (Signature): _____ Date: _____

Printed Name: _____

SITE CODE:	<i>Purchasing will assign site code</i>
SITE ADDRESS, BLDG, & RM # (LIST ALL APPLICABLE SITES FOR ORDER DELIVERY):	
DEPARTMENT:	
PURCHASE ORDER # :	
DOLLAR LIMIT:	
USER NAME:	
PASSWORD:	
PHONE # :	
E-MAIL ADDRESS:	