Office Depot User Request Form

FORWARD OR REPLY YOUR INFORMATION TO chubbard@atu.edu

To set up your account with the Office Depot contract, please fill in the following information and **e-mail to Cindy Hubbard (chubbard@atu.edu)** . If you cannot view and/or fill in the attachment properly then you may need to print it and fax it back to my attention at 968-0633.

Office Depot Website for ATU is <http://bsd.officedepot.com>

Also, you must choose to use purchase orders or your P-Card on **ALL** orders.

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| Department |  |
| Person Placing Order |  |
| Office Phone Number |  |
| E-Mail Address |  |
| Building and Room Number |  |
| Street Address |  |
| City, State, and Zip |  |
| P-Card or Purchase Orders?  Must use P-Card if available. |  |

Thank you for your prompt attention to this matter.

Jennifer Warren

Purchasing Department

479-968-0260