

# Office DEPOT

*Taking Care of Business*

## Online Ordering Set Up Form

Return Completed Form To Purchasing:

[mpflieger41@ewu.edu](mailto:mpflieger41@ewu.edu), 218 TAW, or (Fax) 509-359-7984

Department Name	<input type="text"/>
User Name	<input type="text"/>
User Email Address	<input type="text"/>
User Phone Number	<input type="text"/>
Index Code(s)	<input type="text"/>
Ship-To(s)	<input type="text"/>
Approver's Name	<input type="text"/>
Approver's Email Address	<input type="text"/>
Approver's Phone Number	<input type="text"/>

**Approver, please check one of the following options for the user:**

User can place and release orders without my online approval. (default)

User can place orders, but will require my online approval to release them.

Please refer to the Purchasing website (<http://access.ewu.edu/Purchasing/Office-Depot-Information.xml>) for Office Depot Ordering Information. By typing or signing their name in the box below, users agree to the terms listed on the purchasing website. This form can be printed, signed and emailed or to [mpflieger41@ewu.edu](mailto:mpflieger41@ewu.edu) or users may type their names and the approver may email the completed form to [mpflieger41@ewu.edu](mailto:mpflieger41@ewu.edu)

User Signature: \_\_\_\_\_

Approver Signature: \_\_\_\_\_