

# Office DEPOT

*Taking Care of Business*

Online Ordering Set Up Form  
Return Completed Form To **Purchasing**:

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](#) 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.

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

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