Office Depot Account Application: Common Issues

ACCOUNT INFORMATION

(WSU) **Pullman**, **Vancouver**, **Extension**, etc.

First Name:

Last Name:

Phone Number: (509) 555-1212 x123

Email: youremail@someplace.com

Company or Location:

For Pullman:
100 Dairy Road

Street Address 1:

Street Address 2:

City:

State: WA

Zip Code: 99999-9999

Building:

Room:

PURCHASING CARD FOR OFFICE DEPOT PURCHASES:

Enter if known; if not, we can find the # based on the Cardholder's name

Last 4 digits of PCard number:

Cardholder's name:

If this isn't you, then provide the linked **delegation documentation,** or choose the **Approver** model below

NOTE: If you are using another person's purchasing card, you will need to provide the delegation documentation found <u>here</u>, or else have that person serve as your Approver (see below).

ORDER FLOW

Which model describes the Order Flow for office supply orders in your unit? <u>Click here</u> for more information on Order Flows

○ **Direct Purchase**: Order Placer = Cardholder

○ **Approver Model**: Order Placer ≠ Cardholder; Cardholder must approve each order made by the Order Placer

Departmental Approver Email: youremail@someplace.com

"**Approver**" here is an Office Depot term, which usually refers to the **Cardholder** (see above yellow callout)

Submit

This will submit your application to Purchasing – **we'll email you** once your account has been created