

## Office Depot Participation Form

### New User Profile

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Campus phone extension \_\_\_\_\_ E-mail \_\_\_\_\_

Department \_\_\_\_\_ MS \_\_\_\_\_ Bldg/Room \_\_\_\_\_

Off-Campus Delivery Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** In order to shop in-person at an Office Depot retail location and receive contract pricing, you must use a WWU P-Card that has been registered with Office Depot.

- I will use my P-Card to shop online & in person at Office Depot
- I would like to apply for a P-Card to use for Office Depot orders
- I will not be using a P-Card at this time, I will use a Dept. Order Purchase Form

Purchaser Signature \_\_\_\_\_ Date \_\_\_\_\_

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| <p>I authorize the person named above to purchase office supplies from Office Depot.</p> <p><input type="checkbox"/> I would like all orders placed by this user to be routed to me for online approval before the order is submitted.</p> <p>Supervisor Name _____ Title _____</p> <p>Supervisor Signature _____ Date _____</p> |
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**PLEASE RETURN COMPLETED FORM TO MS-1390 or FAX to x6810**