

**End-User Information (please type or print clearly):**

Name: \_\_\_\_\_

Coyote ID \_\_\_\_\_

Department: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Delivery Location (Bldg-Room) \_\_\_\_\_

Please enter a default chartfield string which will be used if no chartfield is entered on an order:

Account	Fund	DeptID	Program	Class	Project/Grant

I request access to Staples Advantage website for office supply purchases	
End-User Signature	Date

I authorize the above-named user to order from Staples Advantage, charging to any chartfield combinations under my signature authority.	
Signature: MPP/Department Head/Chair	Title
Printed Name	Date

Purchasing Office Use:	
Approval: _____	Date: _____
User Name: _____	User Password: _____

Return completed form to: **Purchasing Office, SH-125**