

## **Ordering Items from Office Depot (Student Club Instructions)**

The College has partnered with Office Depot for our office supply needs. You are strongly encouraged to purchase your office supplies through our established contract and Office Depot account as prices are often offered at lower rates than competitors. Accounts are established on an as-needed basis and have been set up for certain employees across the campus that typically order office supplies. If you have already been given a business account with Office Depot, please follow the instructions below to order needed items. If you do not have a business account with Office Depot, consult the Adria Anderson-Kelly, Student Life Administrative Assistant, to determine if the Student Life Office can order supplies on your club's behalf.

Step-by-step instructions (with pictures!) on the Office Depot ordering process can be found [here](#).

**Form to use:** [Requisition Request Form \(Office Depot Version\)](#)

**On the Requisition Request Form:** list each order and order number, a quantity of 1 for each order, and the order total under the unit price.

**Provided backup:** a PDF copy of the Order Detail Summary that shows the order total and all ordered items.