Internet Ordering Set Up Form
Fax Completed form to:
Purchasing at 509-359-7984

Requestor Name: ____________________________
Phone Number: ____________________________
Index #: ____________________________
Department Name: ____________________________
Room #, Building: ____________________________
E-Mail Address: ____________________________
Approver’s Name: ____________________________
Approver’s Phone Number: ____________________________
Approver’s E-Mail Address: ____________________________

Note: Due to the passage of House Bill 2287, State Agencies are now required to purchase 100% recycled paper content.

Note: Office Depot will add a handling fee of $9.95 to all orders that are for less than $50 worth of goods. This is before sales tax is added.

Note: Each Office Depot order is limited to $299.99 per each item. A single item purchase that is over the $299.99 dollar amount will require a purchase requisition, and a purchase order will be issued for that item.

Note: When you use the Office Depot Ordering System, the products you order will be delivered directly to you. These orders are not received through EWU Receiving Warehouse. The packing slip that arrives with your order is for your records. Match up your order number you received when you placed your order with the number on your packing slip. Invoices are mailed directly to EWU Accounts Payable by Office Depot.

Non-Allowable items: computer equipment, software & services, and food & beverages. Furniture such as: desks, tables, chairs, room dividers, shelving, and carpet. Hazardous materials such as: radioactive chemicals, refrigerants, chemicals, cleaners, and other hazardous materials requiring Material Safety Data Sheets. Personal office items such as: decorative and gift items, awards, briefcases, flowers, pictures, plants, and plaques, etc. These items may only be purchased with EWU Foundation unrestricted accounts.

Requestor Signature: ____________________________  Approver Signature: ____________________________