

OfficeMax-Stationery Change Order Form for ORSP Users

ORSP will then forward to Deanna Tam, Procurement Systems Support Analyst

Today's Date: _____ From Dept: ORSP/ _____
(fill in your dept.)

User Name: _____

As the Principal Investigator (or individual with signature authority) for the project listed below, I authorize the following changes to the Department's OfficeMax-Stationery Internet Existing Account:
(Complete only areas you would like changed)

User/Orderer Name

	User/Orderer name	Email Address
Change from:		
	User/Orderer name	Email Address
Change to:		

PeopleSoft Chartfield

Add or Delete	Fund	Department ID	Project		

Authorized Approvers

Order and invoice approval will be forwarded via e-mail to (Can not be the same person creating the order):

Change from PI Approver:	To PI Approver:	Title	Email	Ext
Change from ORSP Approver:	To ORSP Approver:	Title	Email	Ext

PI Approver Name*: _____ **PI Approver Signature:** _____

PI Approver E-mail: _____ **Ext:** _____
(*Must be PI or individual with signature authority on the project)

ORSP Approver Name (Grants Administrator): _____

ORSP Approver Signature: _____ **E-mail:** _____@sfsu.edu **Ext:** _____

ORSP Official Signature: _____ **Title:** *Diane Coseo, Post Award Mngr, ORSP* _____

FOR PROCUREMENT USE ONLY

Verification of Delegation: _____