

OfficeMax/ImPress/Ligature Stationery Internet Account Authorization Request

Requested access: Office MAX: ImPress: Ligature:

Today's Date: _____

Return to: Deanna Tam, Purchasing Coordinator, Adm. 361

From Dept: _____

User Name _____ Employee

ID: _____

User Signature: _____ Ext _____ E-mail _____

PeopleSoft Chartfield (Line #1 is the primary default chartfield)

Fund	Department ID	Project
1)		
2)		
3)		

Delivery Location: (bldg/rm): _____

- (Option One) Without prior approval routing, approver will see invoice only.
- (Option Two) With prior approval routing, I understand that the User can submit an order, but the order will not be executed until a review/approval by named below.

As the responsible ordering or approving official, I understand that Office Max and Ligature purchases will be billed through the P-Card system. I also understand that user(s) are responsible for assigning the appropriate ChartField values for each order in the P-Card system. I also agree that the account number(s) assigned must only be used for Office Max and Ligature purchases.

I authorize the person(s) named below to approve OfficeMax and The Ligature purchases on-line:

(Please Print) **Approver name #1:** _____ **Title:** _____

Signature: _____ **E-mail:** _____ **Ext:** _____

(Please Print) **Approver name #2:** _____ **Title:** _____

Signature: _____ **E-mail:** _____ **Ext:** _____

Responsible Official Signature: _____

(Must be Department Head Administrator)

Please type name, title and Department: _____

FOR PROCUREMENT USE ONLY

Verification of Delegation: _____