

OfficeMax/ImPress/Ligature Stationery Internet Account Authorization Request

(NOTE: This form must be typed)

Requested access: OfficeMax ImPress Ligature

Today's Date: _____

Return to: Deanna Tam, Procurement Systems Analyst, Corporation Yard 140

From Dept: _____

Address: _____ Bldg/Rom _____

City: _____ State: _____ Zip: _____

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)		

(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:

Approver name #1: _____ Title: _____

Signature: _____ E-mail: _____ Ext: _____

Approver name #2: _____ Title: _____

Signature: _____ E-mail: _____ Ext: _____

Responsible Official Signature: _____

(Must be Department Head Administrator)

Name, Title and Department: _____