



OfficeMax Request Form for ORSP Users

Please return completed form to ORSP, ADM 471 (attn: OfficeMax Request)
ORSP will forward to Deanna Tam, Procurement Systems Support Analyst

As the Principal Investigator (or individual with signature authority) for the project listed below, I authorize the person here named to order office supplies on-line through OfficeMax:

User Information:

Last Name	First Name	Middle Initial
Department Name	Room and Building	
UIN#	Phone	Email

PI Approval:*

PI Name: _____ Approval Signature: _____
Phone: _____ Email: _____

**Please note: OfficeMax purchases will be reviewed by ORSP on an after-the-fact basis. If the OfficeMax purchases are deemed to be unallowable, either due to the grant terms and conditions, lack of funding, or some other reason, ORSP will ask you to provide an alternate source of funding for the items.*

ORSP Approval:

Grant Administrator: _____ Approval Signature: _____
Phone: _____ Email: _____

Default Chartfield Information:

Project # _____ Fund: _____ Department ID: _____
Project Title: _____

Additional Project:

Project # _____ Fund: _____ Department ID: _____
Project Title: _____

Delivery Location if different from above:

Building and Room: _____

FOR PROCUREMENT USE ONLY

Verification of Delegation: _____