



OFFICE SUPPLY ONLINE ACCOUNT SET UP FORM

P-Card Must be used at Point of Purchase

END USER INFORMATION (LIST ALL INDEXES-IF MORE LINES NEEDED, COMPLETE 2nd FORM)

Name:	User Name: <i>(Current OfficeMax username if applicable)</i>	Email:	Phone Number:	
Index:	Approver Name:	Approver Email:	Approver Phone Number:	Approver Signature: _____
Index:	Approver Name:	Approver Email:	Approver Phone Number:	Approver Signature: _____
Index:	Approver Name:	Approver Email:	Approver Phone Number:	Approver Signature: _____
New-No Current Account <input type="checkbox"/>	Add – Additional Accounts <input type="checkbox"/>	Transfer – Remove old & add new Accounts # <input type="checkbox"/>	Remove Accounts <input type="checkbox"/>	

SHIP TO ADDRESS (S): CHECK ALL THAT APPLY

Main Campus: <input type="checkbox"/>	Health Science Campus: <input type="checkbox"/>	Glendale Medical Center: <input type="checkbox"/>
Scott Park Campus: <input type="checkbox"/>	Westwood: <input type="checkbox"/>	Museum of Art Campus: <input type="checkbox"/>
Arboretum, R.A. Stranahan: <input type="checkbox"/>	Lake Erie Research Center: <input type="checkbox"/>	Talmadge Primary Care: <input type="checkbox"/>

Once the form is completed and signed, scan and email copy to Sheri Papp at GBEX Products Sheri.Papp@OfficeDepot.com.

GRANTS PROCEDURE POLICY

In conformance with A-21 allowable cost guidelines Items such as office supplies, postage, local telephone costs, and memberships shall normally be treated as a facilities and administration cost and should not be charged as a direct expense to a grant. Only materials and supplies actually used for the performance of a sponsored agreement may be charged as direct costs. All expenditures must be reasonable, necessary and utilized within the time period of the grant in order to be purchased on a grant account. In order for grant accounts to be placed on The University GBEX Products on line system the following procedures must be followed:

1. The GBEX Products Online request form must be completed and signed by the Principal Investigator and any individual that is designated by the Principal Investigator to process orders. This action will serve as the Principal Investigator's pre-approval of GBEX Products orders.
2. Once the form is completed and signed, scan and email copy to Sheri Papp at GBEX Products Sheri.Papp@OfficeDepot.com and a carbon copy to Gary Andres in Grants Accounting gary.andres@utoledo.edu.

Principal Investigator Name:	Principal Investigator Signature: _____	Signature Date: _____
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