INTERNET ELECTRONIC COMMERCE SET UP FORM

NAME: ____________________________ PHONE NUMBER: ____________________________

EMAIL ADDRESS: ________________________________________________________________

DEPARTMENT ACCT #(S): __________________________________________________________

___________________________________________________________________________________

ACCOUNT TYPE

_____ New – No Current Account    _____ Remove Acct #(s)

_____ Add – Additional Acct #(s)    _____ Transfer – Remove old & add new Acct #(s)

SHIP TO ADDRESS (S): (check all that apply)

_____ Main Campus    _____ Health Science Campus    _____ Lake Erie Research Center

_____ Scott Park Campus    _____ Museum of Art Campus    _____ Arboretum, R.A. Stranahan

GRANT ACCOUNTS

If any department account number requested begins with a 2 or 8 the PI’s (Principal Investigator) name and signature is required below-signifying the authorization of the individual named above to order merchandise on his/her behalf. A second signature must also be obtained in the All Accounts section. Non Grant accounts will fill in the All Accounts information area only. (Follow attached Grant OfficeMax Procedure Policy for submitting request form)

PI Name: __________________________________________________________

PI Signature _______________________________________________________

Please setup the PI listed above to approve/release the order: yes _______ no _______

(if neither box is checked you will not be setup)

ALL ACCOUNTS

All Accounts (including grants) must fill in and obtain the signature of one of the following: Dean, Dept Head, or Business Manager

Name: __________________________________________________________

E-Mail Address: _________________________________________________

Phone Number _________________________________________________

Signature ______________________________________________________

Please setup the Approver listed above to approve/release the order: yes _______ no _______

(if neither box is checked you will not be setup)

If the form is faxed the appropriate approval must be filled in and signed.

Fax form to Susan Brodie at (248) 540.7838 or email: susanbrodie@officemax.com