

# Idaho State UNIVERSITY

## OFFICE DEPOT BUSINESS SOLUTIONS DIVISION

### ON-LINE USER REQUEST

**Requestor Information** (All fields are required)

University 4 x 4 \_\_\_\_\_ Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Extension \_\_\_\_\_ University E-Mail Address \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_ Bldg \_\_\_\_\_ Room \_\_\_\_\_

In order to have an Office Depot Business account, you must have an ISU PCARD.

Expect a call from Purchasing requesting your PCard number for registration

Signature of requestor: \_\_\_\_\_

Send completed form to [purchasing@isu.edu](mailto:purchasing@isu.edu)