

CORPORATE EXPRESS (Staples)
ACCOUNT REQUEST FORM

Date: _____

Employee Name: _____

Department Name: _____

Delivery Address: Building Name: _____ Room # _____

Email Address: _____ Telephone Number: _____

Account Requestor Signature: _____

Payment Information:

Payments to Corporate Express can be made one of two ways:

1. P card (Preferred Method)
 - Account holder can input own credit card information onto their Corporate Express account.
2. Payment on Account
 - Monthly Spending Limit Requested (\$1,500 max)
 - Please provide account coding below to be pre-loaded onto your Corporate Express account.

FUND	ORGN	ACCT	PROG	ACTV

Departmental Approval:

Approver Name: _____

Approver Signature: _____

- Department/Faculty approver must be one up approval from the requested account holder and have budgetary authorization on the default budget code listed above.
- Send completed form to Procurement Services for purchasing@tru.ca
- If the account holder moves to a new Department/Faculty or leaves TRU, Procurement Services must be notified of the change in status, and the account will be cancelled.
- Once your Corporate Express account is set up, you will receive an email from Corporate Express with your Login User Name and Password.
- Furniture, computers, software, printer paper, telephones, and other electronic equipment may not be purchased through Corporate Express. This account is to be used for basic office supplies only

Please notify Procurement Services via email of account cancellations