



ACCOUNT # 0356755

OFFICEMAX NEW USER SET UP FORM

NAME: _____

EMAIL: _____

PHONE: (_____) _____

Delivery Location/SHIPTO Code: (this is six digits)

BUDGET/COST CENTER:

(17 digit) _____

FIRST LEVEL OF APPROVER

NAME: _____

EMAIL: _____

PHONE: (_____) _____

SECOND LEVEL OF APPROVER

NAME: _____

EMAIL: _____

PHONE: (_____) _____

Note: If you purchase for more than one budget & have more than one approver, please complete out one sheet for each approver to which the orders will be routed. Any questions, please call Leslie Golenski @ x2502 or Kathy Cantarella @ x2433