



OCCIDENTAL COLLEGE BUSINESS OFFICE

Staples Online Access Request Form

This form authorizes the appropriate staff to order office supplies online from the Staples website. Please complete this form and return it to the Office Manager in the Business Office.

All information below must be provided in order to process your request.

Name

Employee ID#

Email Address **Tel. No.**

Campus Address

FUND – ORG

REQUESTOR'S SIGNATURE _____ **Date** _____

Department Head Signature _____

Department Head (PRINT NAME) _____ **Date** _____

Business Office use only:

LOGIN NAME: _____ **Default FUND-ORG:** _____

PASSWORD: _____ **Associated FOAPAL:** _____

Date Received

Initials

Date Completed

Initials