

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**New Haven, CT 06515**

**REQUEST AND AUTHORIZATION**  
**TO ACCESS STAPLES ADVANTAGE ONLINE OFFICE SUPPLY ACQUISITIONS**

1) **NAME OF PERSON PLACING STAPLES ADVANTAGE ONLINE ORDERS:**

\_\_\_\_\_  
Name

Telephone # \_\_\_\_\_ E-mail: \_\_\_\_\_@southernct.edu

2) **BANNER ORG:**

Note: All Staples Advantage  
online purchases will be charged to  
Account Code 771110

3) **BANNER ORG NAME:** \_\_\_\_\_

4) **TO BE COMPLETED BY THE BANNER COST CENTER MANAGER:**

My signature below authorizes the requestor listed in item 1 to order office supplies through the Staples Advantage online ordering system utilizing the Banner Org listed in item 2. **I understand that I am responsible for maintaining this budget and I am also responsible for reporting a change in this authorization. On-line orders should be prepared **ONCE a month between the 1st and 5th day of each month.** Your division approver is to hold all requests he/she receives and submit all order requests at one time, but no earlier than the 1st of the month & no later than the 5<sup>th</sup> of the month.**

\_\_\_\_\_\* \_\_\_\_\_  
**Signature** **Date**

\* Since **you** are the Banner Cost Center manager for the listed Banner Org, your written approval to allow the requestor permission to directly order office supplies from Staples Advantage and charge such purchases to your Banner Org is required. Although you may be authorizing this individual to charge office supplies, as the Banner Cost Center manager you are entirely responsible for maintaining expenses within your budget. Should a Staples Advantage purchase be returned due to insufficient funds, the requestor will be immediately disabled from further use. If this should occur, you will need to resolve any budget problems before any future orders can be processed. In addition, it is your responsibility to notify Finance and Administration should this user no longer have your permission to order office supplies through the Staples Advantage online system.

**RETURN COMPLETED FORM TO:**

**Richard Glasson, Admin Support Services, Wintergreen Bldg. Access to the Staples Advantage Online office supply ordering system generally occurs within one week. Requestor will be notified by Staples of their username and password via e-mail.**