

ONLINE OFFICE DEPOT AUTHORIZATION FORM

I hereby authorize

\_\_\_\_\_ (name)

\_\_\_\_\_ (phone number)

to purchase office supplies from Office Depot for the following District appropriation codes (FOALPAL NUMBERS MUST BE COMPLETE):

enter FOAPAL(s) here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Authorized signature and title)

\_\_\_\_\_  
(Date)

Grant accountant approval \_\_\_\_\_  
(for DBO use only)

All changes of FOAPAL or personnel require a new form.

Equipment & furniture are NOT to be ordered on-line.

All orders will be reviewed & approved by Purchasing prior to being released.

Return form to Alvin Wong (33 GOUGH)  
Fax 241-2326