

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