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: __________________________________________

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 5th 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:
Shawna Cleary, 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.