**OFFICE WORLD**

# NYS Certified WBE#46390 • OFFICE SUPPLIES • PROMOTIONAL PRODUCTS

**ONLINE USER ACCOUNT SET-UP REQUEST**

**\*\*\*PLEASE PRINT INFORMATION LEGIBLY\*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Name:** | SUNY Oneonta | **Account Number:** | OW7130 |
| **User First Name:** |  | **Username Requested:** |  |
| **User Last Name:** |  | **Alternate Username:** |  |
| **Users E-mail:** |  | (temporary password will be emailed once account is created) | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address:** | 108 Ravine Parkway | | | | |
| **City:** | Oneonta | **State:** | NY | **Zip:** | 13820 |
| **Phone:** |  | **Ext:** |  |  |  |
| **Department Internal Address** | |  | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Which Department(s) will person order for (All/List):** | |  | | | |
|  | |  |  |  |  | |
|  | |  |  |  |  | |
| **Is PO Required?** | |  | **YES** |  | **NO** | |
|  | |  |  |  |  | |
| **Do orders placed by this user require approval?** | |  | **YES** |  | **NO** | |
|  | |  | | | |
| **If yes, what is the approvers name?** | |  | | | |
| *(Approvers must have a username setup prior to the addition of this user)* | | | | | |
| **Special Notes:** |  | | | | |
|  | | | | | |
|  | |  |  |  |  | |
| **Would you like a full-line office catalog delivered to you?** | |  | **YES** |  | **NO** | |
|  |  |

\*\*\*\*\*A copy of this form is required for each user name requested\*\*\*\*\*

\*\*\*\*\*After completion, please forward a copy to [thall@officeworldny.com](mailto:thall@officeworldny.com) \*\*\*\*\*