

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558 Fax: 408-924-1574

Complete this form to request bottled drinking water services for your department from the university's strategic partner Nestle Waters North America. **Email this form to the Stephen Lee, Nestle Waters Representative, at stephen.lee@waters.nestle.com.** The Nestle Waters Representative will communicate to the ProCard Cardholder with account and service information. Bottled water service will be automatically charged to your department [ProCard](#)¹ each month.

Questions about service and billing, please contact Nestle Waters, phone: 408-690-9676 or email: stephen.lee@waters.nestle.com. The campus contact is Rosario Micu of Contracts and Purchasing Services, phone: 408-924-1568 or email: rosario.micu@sjsu.edu

I. Department Information

a.	Department Name: _____	Extended Zip: _____
b.	Delivery Location (Building and Room): _____	Department ID: _____

II. Water Service Information

a.	Action Request:	New	Update*	Terminate Service/Close Account
	*If update, explain:	_____		
b.	Number of people using water:	_____		
c.	Select Size of Water Bottle:	3 Gallon Bottles	5 Gallon Bottles	
d.	Select Type of Dispenser:	Hot/Cold	Room Temperature/Cold	

III. Billing Information

a.	ProCard No.: _____	CSV ² : _____	Exp. Date: _____ / _____
b.	Cardholder Name: _____		
c.	Email: _____	Phone (direct number): _____	
e.	Cardholder Signature: _____		

For Nestle Waters Use Only

Customer Account Number: _____	Date Processed: _____
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¹ <http://www.sjsu.edu/finance/financeconnect/resources/pathways/procard/index.html>

² A 3-digit number located on the back of card.