

*This form is used to request online access to OfficeMax (for office supplies, SJSU official business stationery, and printing services). Please return form to Contracts & Purchasing Services, Extended Zip 0047. Requester will receive an email with login access. Purchases made through OfficeMax are paid with the university ProCard (<http://www.sjsu.edu/finance/financeconnect/resources/pathways/procard/index.html>).*

**Requester Information**

User Name: _____	Phone Number: _____
Email: _____	Department: _____
Building/Room No.: _____	Extended Zip: _____
User's Primary Ship-to-Address:	
One Washington Square	Off-Campus (specify): _____

**Action Request**

Select one:	New Account	Update Current Account
If update account, please explain: _____		

**Department Approval**

<i>Authorization is granted for this individual to purchase office supplies/printing services and charges expenses against department accounts.</i>	
Approving Official's Signature: _____	Date: _____
Name (please print): _____	