



This form is used to register to have the ability to order business cards, letterhead, envelopes, and mailing labels from Sierra Office Supply & Printing. Complete form and mail to Purchasing. Once processed, Purchasing will issue you a user id and password so you can place online orders directly with the vendor.

Department Information

User Name: _____	Email: _____
Department: _____	Phone: _____
Building/Room: _____	Extended Zip: _____
User Primary Ship To Address:	<input type="checkbox"/> One Washington Square
	<input type="checkbox"/> Other (specify): _____

Department Approval

<i>Authorization is granted for this individual to purchase business cards, letterhead, envelopes and mailing labels and charge expenses against department accounts.</i>	
Approving Official's Signature: _____	Date: _____
Name (please print): _____	