

AMAZON / OFFICE DEPOT REQUEST FORM

Amazon
 Office Depot
 New Account
 Change Request
 Cancel Account

Staff Name (Account Holder)	
Email (WOU email)	
Department	
Index & Delivery Location	
Phone Number	
Budget Authority Name	
Change Request/Cancel Account Reason	

Amazon/Office Depot Account Holder Procedures

- Amazon and Office Depot accounts issued by Western Oregon University to WOU employees are solely to make financial commitments on behalf of WOU. All purchases made are required to align with the WOU Purchasing Policies. Personal or unauthorized charges and any such may result in disciplinary action.
- Purchases for audio, cameras, video, computers, printers, keyboards, mouses, or software (any item in general that can be connected to a computer) are **prohibited purchases**. Such items are required to be requested through University Computing Solutions.
- Temporary employees or students requesting access is prohibited.
- Any purchase over \$5,000.00 will require pre-approval from the Purchasing Agent Accountant. Any single-item purchase which amounts to \$5,000.00 or more must be directly invoiced to WOU and paid by check (This is to due the fixed assets procedure).
- The Purchasing Agent Accountant will monitor all purchases being made on accounts and may randomly select departments to audit.
- Upon separating from WOU or transferring departments within WOU, it is the responsibility of the Account Holder to notify the Purchasing Agent. Such notification must be made in writing by email or submit an updated form to the Purchasing Agent.

Staff Signature (Account Holder)

Date

Department Head – Budget Authority Signature

Date