

OFFICE DEPOT ON-LINE

- Must have a User ID tied to Department Index code. (set up in Procurement Office)
- All orders are reviewed for compliance to policies & then approved for shipment or removed.
- Minimum Order placement \$30.00
- Orders that exceed \$200.00 require a UNA Purchase Order (follow the requisition process & include the Office Depot order # >\$200)
- Orders normally arrive within 24 to 48 hours.
- Send signed Receipt (and Blue copy of purchase order if applicable) to Accounts payable to confirm receipt of items.

