



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

**Contracts and Procurement  
e-Business Programs  
Office Supply Application**

Use this form to request a new Office Supply Program user account.

User Name:

Telephone # (657) 278-

(Direct Extension)

CWID#:

Delivery Location (Building-Room#):

Campus Email:

@fullerton.edu

Department:

ChartField to be Charged:

Fund (5) - Dept ID (5) - Program (4) - Class (5)

Fund (5) - Dept ID (5) - Program (4) - Class (5)

Fund (5) - Dept ID (5) - Program (4) - Class (5)

Approving Official:

Print Name

I hereby request a CSUF Office Supply user account and agree to abide by the policies and procedures governing the CSUF Office Supply Program. I understand that I will be personally/financially responsible for any abuse, misuse, or purchase of prohibited items.

Office Supply User's Signature:

Date:

**Application Approval**

I hereby approve this request for a Office Supply user account for the above named faculty/staff member. I authorize the committal of the above referenced CSUF ChartField(s) to all expenditures made on the office supply user account associated with this application. I certify that the above referenced Approving Official understands and accepts the role and responsibility as described in the Office Supply Program policy and procedures.

Department Head  
or Administrator

Print Name

Title

Signature

Date

Division Head or  
Designee

Print Name

Title

Signature

Date

Return the completed application to Contracts and Procurement, CP-300. Contact [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu) with any questions.

**Contracts and Procurement Use Only**

Processed by:

Card #:

Process Application

ChartField Setup

Training Scheduled, Date: