

# Office Solutions Web Ordering Set Up Request for Chapman University

Please provide all the required information requested below. If multiple buyers will be ordering for a single cost center, **please submit a separate form for each buyer.** Submit this form to the Purchasing team at [purchasing@chapman.edu](mailto:purchasing@chapman.edu) (or by clicking on the "Send E-Mail" button when completed at the bottom to compose form as an outgoing e-mail.

## Department Information\*: \* Required

Department Name\*: \_\_\_\_\_

Budget Number/Cost Center\*: \_\_\_\_\_

Ship To address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number: **(Provided by Chapman Purchasing dept.)** \_\_\_\_\_

## Buyer Information\*:

Junior buyer name: \_\_\_\_\_

Junior buyer email: \_\_\_\_\_

Junior buyer phone: \_\_\_\_\_

## Department Approver Information\*:

Department approver name: \_\_\_\_\_

Department approver email: \_\_\_\_\_

Department approver phone: \_\_\_\_\_

**Alternate      2<sup>nd</sup> Tier**  
(check one above) (if applicable) **Approver Information:**

Department approver name: \_\_\_\_\_

Department approver email: \_\_\_\_\_

Department approver phone: \_\_\_\_\_

## Chapman Purchasing Approver: (This information is the same for every set up)

Final approver name: Adey Oyenuga

Final approver email: [purchasing@chapman.edu](mailto:purchasing@chapman.edu)

Final approver phone: (714) 997-6524

**SEND E-MAIL**



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