

# Office Solutions Web Ordering Set Up Request for Chapman University

Please provide all the information requested below. If multiple buyers will be ordering for a single cost center, please submit a separate form for each buyer. Please submit this form to Liz Rosero at [rosero@chapman.edu](mailto:rosero@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:

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

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: \_\_\_\_\_

## Final/Alternate Department 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: Liz Rosero

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

Final approver phone: (714)997-6893

**SEND E-MAIL**

