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| H:\New NAU Logo\NAU_primary_281.png | **NORTHERN ARIZONA UNIVERSITY**  Contracting and Purchasing Services  STAPLES BUSINESS ADVANTAGE – NEW USER REQUEST  928-523-1108 | RETURN TO:  [NAU-CampusSupply@nau.edu](mailto:NAU-CampusSupply@nau.edu)  Revised 03/02/2017 |
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| **Instructions** | | |
| Please fill out the information below and email to [NAU-CampusSupply@nau.edu](mailto:NAU-CampusSupply@nau.edu). If you have any questions about the form, please call the Campus Supply main office at 523-1108. | | |

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| **Information** | |
| Name: |  |
| E-mail: |  |
| Department: |  |
| Ship To: | NAU Campus Supply (Bldg 77)  501 E Pine Knoll Dr. #6042  Flagstaff, AZ 86011  \*This address is the default “Ship To” for all NAU Campus Staples Orders. If you need a different address (outside of Flagstaff), please contact Campus Supply for approval. |
| Bldg/Rm: |  |
| Speedchart: |  |

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| **Signature** | |
| The undersigned has read the agreement and agrees to all responsibilities. | |
| I am employee of Northern Arizona University | |
| **EMPLOYEE NAME:** | **EMPLOYEE SIGNATURE:** |
| I am a student worker for Northern Arizona University  \*Students who need access to Staples Business Advantage for their department will need their Supervisor’s signature below. | |
| **SUPERVISOR NAME:** | **SUPERVISOR SIGNATURE:** |