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| H:\New NAU Logo\NAU_primary_281.png | **NORTHERN ARIZONA UNIVERSITY**Contracting and Purchasing ServicesSTAPLES BUSINESS ADVANTAGE – NEW USER REQUEST928-523-1108 | RETURN TO: NAU-CampusSupply@nau.eduRevised 03/02/2017 |
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| **Instructions** |
| Please fill out the information below and email to 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. #6042Flagstaff, 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:**  |