



Staples Advantage Account Management Form

Please complete the appropriate section(s) and return to:

Purchasing Department
1600 Hampton Street, Suite 606
Columbia, SC 29208
Phone: 777-4115 Fax: 777-2032
Email: purchase@mailbox.sc.edu

To Register New User/Update Existing User:

Name: _____

Dept. Name: _____

Dept. Address: _____

Email: _____

Phone #: _____

Department approval: _____

Accounts to Add/Delete on User Profile (required for all users):

Dept. #	Fund	Add or Delete
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional delivery addresses to Add/Delete on User Profile:

	Add or Delete
Address: _____	_____

Address: _____	_____

***If the employee has terminated employment at the University or there is no longer a need for access, please notify.
This form may also be submitted to request deletion of expired grants and invalid cost centers.**