(Insert Date)

Dear Anup,

I would like to request a Staples-Business Supplies Advantage Account. Please find below the required information.

|  |  |
| --- | --- |
| Requesters Name: |  |
| E-mail Address: |  |
| Department Name: |  |
| Bldg. & Room #: |  |
| Phone #: |  |
| Fax #: |  |

Chartfields:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fund | Description | Class | DeptID | Program | Prj/Grt | Acct # |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Thank You,

(Requestor/Progam Director Signature) (Date)