

## STRATEGIC PROCUREMENT

### SIGNUP & MAINTENANCE FORM FOR ONLINE ORDERING OF OFFICE SUPPLIES

To set up online ordering of office supplies with WB Mason, complete this form and mail to URI,  
Accounting Office 210 Flagg Road, 1st floor or e-mail [aprec@etal.uri.edu](mailto:aprec@etal.uri.edu) Questions call (401) 874-4423

An approved PO or PCard can be used to procure office supplies from WB Mason.  
**PCard Policies apply.**  
Fund 500 supplies must be purchased on an approved PO.

Select Action

Applicant Name:

Applicant Title:

Dept Number(s):

Campus Address:

City/State/Zip:

Phone Number:

Fax Number:

URI E-mail Address:

Once approved, you will be emailed a unique logon with instructions to set up your account.

Department Authorized Signer Name:

Authorized Signature: \_\_\_\_\_

Date:

General Accounting Use Only:

Controller's Authorized Signature: \_\_\_\_\_