

To set up online ordering of office supplies with WB Mason, complete this form and mail to URI, Accounting  
Office 103 Carlotti Bldg. 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: \_\_\_\_\_