

Staples Advantage Account Management Form



Please complete the appropriate section(s) and forward to:
Staples Business Advantage
Attn: Pam Richmond
M: 919-608-7576
pam.richmond@staples.com

To Register New User/Update Existing User:

Name: _____

Dept. Name: _____

Dept. Address: _____

Email: _____

Office Phone #: _____

A University Purchasing Card is required at checkout. To obtain a purchasing card, please forward an approved application to heidid@usca.edu.

Purchasing Cardholder Request Form may be found at:
<https://www.usca.edu/campus-support/forms/purchasing-card.dot>

Additional delivery addresses to Add/Delete on User Profile:

Add or Delete

Address: _____

Address: _____

***If the employee has terminated employment with the University or there is no longer a need for access, please notify either Pam Richmond at Staples Advantage or the Purchasing Office.**