



OFFICE SUPPLIES – ACCESS FORM

Procurement Services

Phillips Hall, Room 200, South Campus

Phone: 516-463-6611 • Fax: 516-463-4605

Email: PurchaseReq@hofstra.edu • Web: hofstra.edu/procurement

To access Hofstra University's office supplies provider's online ordering system, the employee must complete this form and fax or email it to Procurement Services.

Employee:

Employee Name (print): _____

Employee Hofstra ID Number: _____

Department Name: _____

Building Location: _____ Room #: _____

Telephone: _____ Email: _____

Cost Center/Budget: Fund: _____ Org: _____ Account: **71002**

Employee Signature: _____ Date: _____

Department Supervisor Approval:

Name: _____ Signature: _____ Date: _____

Note: The employee will be notified by Hofstra's designated office supplies provider when access is available. If you have any questions about ordering office supplies, please contact Procurement Services at 516-463-6611 or procurement@hofstra.edu.

Financial Affairs Budget Approval:

Name: _____ Signature: _____ Date: _____

Procurement Services Approval:

Name: _____ Signature: _____ Date: _____