

GRANTS OFFICEMAX PROCEDURE POLICY

In order for grant accounts to be placed on The University OfficeMax on line system the following procedures must be followed:

1. The OfficeMax Online request form must be completed and signed by the Principal Investigator and any individual that is designated by the Principal Investigator to process Office Max orders. This action will serve as the Principal Investigator's approval of Office Max orders.
2. Once the form is completed the signed copy to Susan Brodie to OfficeMax and a copy to Grant Accounting Fax # 8766.
3. Also, forward the signed original to Accounts payable via campus mail.
4. If the requested grant is approved the Grants Accounting office will email Steve Surface an a

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