Office Depot Set Up Request

Request Office Depot Set Up

- Email Veronica Chavez at vchavez@santarosa.edu with your name, email address and phone number to request a login and password. You must be a staff member or STNC and have your manager's approval.
- The web address for Office Depot is: https://business.officedepot.com/index.do

Restricted Items

- Restricted items are indicated by a red circle with a white line through the middle.

  Restricted items can be purchased but will be flagged for approval by the Purchasing department with the following exceptions:
  - Furniture
  - Printers
  - Any item $500.00 and over (requires asset tag)

Invoices/Packing Slips

- All invoices are sent to Accounting after your review and approval including signature and date

Returns

- Call Office Depot support at (800)269---6888 to request a Return Authorization number
- Mark the package of your return item with the Return Authorization
- Call the Warehouse for pick up

Office Depot Support

- (800)269---6888 7AM---9PM EST
- Customer Service (800) 420---7111