Office Depot

1) Request a Office Depot Set-Up
   - E-mail Corinne Dressler @ cdressler@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 url for Office Depot is: https://business.officedepot.com/index.do

2) 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)
   - Ink cartridges. The District encourages the use of compatible ink cartridges.

3) Invoices/Packing Slips
   - All invoices are sent to Accounting after your review and approval including signature and date.

4) Returns
   - Returns can be handled on-line through the Office Depot web site
   - Go to ORDER HISTORY & TRACKING, click on the blue underlined order, click SUBMIT RETURN for credit only.
   - Mark the package of your return item with the invoice number and "Return"
   - Call the Warehouse for pick up

5) Office Depot support
- (800)269-6888 7AM-9PM EST
- Customer Service (800) 420-7111