



Rochester Institute of Technology
OfficeMax Online Ordering Access Form



Action requested for User:

Add _____ Change _____ Delete _____

User Information:

Name: _____

RIT Phone: _____ RIT Fax: _____

Email Address: _____

Building Name _____

Building number _____ Room: _____

User's Signature: _____ Date: _____

Supervisor's Authorization:

Printed Name: _____ Position: _____

Signature: _____ Date: _____

Please forward the completed form to Eliote Simpson in the Purchasing Dept, Bldg 99
or fax it to 475-7171.

Your login information will be sent to you via email from OfficeMax within 24hrs