

# Staples Advantage Account Management Form



Please complete the appropriate section(s) and forward to:

Staples Business Advantage  
Attn: Karen Rucks, Customer Service Consultant  
Phone: 904-285-3329  
[KarenA.Rucks@staples.com](mailto:KarenA.Rucks@staples.com)

## Register New/Update Existing User:

Name: \_\_\_\_\_

Dept. Name: \_\_\_\_\_

Dept. Address: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

A University Purchasing Card is required at checkout. To obtain a purchasing card, please forward an approved application to [heidid@usca.edu](mailto:heidid@usca.edu).

Purchasing Card Application:

<https://www.usca.edu/campus-auxiliary-and-support/useful-forms/purchasing-card>

## Add/Delete Delivery Address(es) on User Profile:

Add or Delete

Address: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**If the employee has terminated employment with the University or there is no longer a need for access, please notify either Pam Richmond at Staples Advantage or the Purchasing Office.**