

# Staples Advantage Account Management Form



Please complete the appropriate section(s) and forward to:  
Staples Business Advantage  
Attn: Pam Richmond  
M: 919-608-7576  
pam.richmond@staples.com

**To Register New User/Update Existing User:** [NEW 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://sc.edu/about/offices\\_and\\_divisions/purchasing/documents/cardholder\\_request\\_form.pdf](https://sc.edu/about/offices_and_divisions/purchasing/documents/cardholder_request_form.pdf)

**Additional delivery addresses to Add/Delete on User Profile:**

	Add or Delete
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.**