

Approval Path Sheet for Online Ordering

Staples, School Specialty & Lakeshore

Fill out the below form and send it to the Purchasing Department. Please note this form must be signed by the Office Manager/Department Requisitioner.

Check accounts needed. Staples: _____ School Specialty: _____ Lakeshore: _____

Teacher Name: _____

(Please Print)

Email: _____

Delivery Location: _____

Room Number: _____ Telephone Extension: _____

Check One: New Account: _____ Transfer Account: _____ Additional Approval Path: _____

Office Manager/Dept. Requisitioner: _____

Approval Path if different than above: _____

Office Manager/ Dept. Requisitioner Signature: _____

- This form must be submitted through your Office Manager/Dept. Requisitioner. They will email the completed form to the Purchasing Agent.
- Please allow up to 7 days for your request to be processed.
- Once this form has been submitted to Staples/School Specialty/Lakeshore, you will receive a welcome email. Please follow all instructions in your email to set up and access your account.
- If you are experiencing problems setting up your account or getting access, please email your Office Manager/Dept. Requisitioner with your issue. They will notify the Purchasing Department and your email will be forwarded to the appropriate vendor support team.

ALL STAPLES, SCHOOL SPECIALTY & LAKESHORE ORDERS

MUST BE PROCESSED ONLINE.

Please follow the guidelines below:

Staples Orders:

Create a cart, submit it and then email a copy to the Office Manager/Department Requisitioner.

The Office Manager/Department Requisitioner must enter the PO # on the online order for it to be approved by the Purchasing Department.

Most Staples orders will be approved within 1-2 days of receiving them in the Purchasing Department approval queue. Please notify your Office Manager/Department Requisitioner if you have a special request.

If an item was ordered in error, received broken, or will not be used, return it. Please go online and set up an online return and let the Accounts Payable office know that the item will be returned and credited.

Staples orders usually have a 24 hour turn around for delivery once they have been approved through the Purchasing Department approval queue.

August and September orders will take longer to be delivered because that is their busiest time. Allow for more time for deliveries during these months.

School Specialty & Lakeshore Orders:

Create a cart, submit it and then email a copy to the Office Manager/Dept. Requisitioner.

Office Manager/Department Requisitioner will create a requisition and attach the online cart. The cart number must appear on the requisition. If there is not a cart attached to the requisition, it will be disapproved.

Once the requisition has been converted to a purchase order, the Office Manager/Department Requisitioner will update the PO # on the online cart and submit. The PO # must be on the cart in order for the online cart to be approved by the Purchasing Department. If the PO # is not referenced on the online order, the cart will be rejected and sent back to the originator.

If an item was ordered in error, received broken, or will not be used, return it. Please call School Specialty/Lakeshore and set up a return and let the accounts payable office know that the item will be returned and credited.

School Specialty/Lakeshore orders will usually take up to 2 weeks to receive depending on availability once they are approved through the Purchasing Department approval queue. Please allow time for delivery.

August and September orders will take longer to be delivered because that is their busiest time. Allow for more time for deliveries during these months.