

Office DEPOT

Business Solutions Division

Requesting an Office Depot Login Account



For use by permanent Metropolitan Community College employees only.

Purchases for office supplies are ordered online through Office Depot Business Solutions Division. Items are discounted from 40% - 60%. Office Depot provides MCC staff with next day desktop delivery, (Example: orders placed today are delivered directly to you the very next day). Exceptions would include backorders and special delivery items.

To order online Metro employees must obtain an Office Depot login account from the MCC Purchasing Department.

- Requests should originate from the appropriate cost center manager or their designee.
- Request an Office Depot account by sending an email to the Purchasing Department @ Purchdept@mcneb.edu
- Include the words, **Office Depot New Account** in the Subject heading and the following information in the description: User's name, phone number, email address, delivery location, and general ledger (g.l.) account.
- After the account has been set-up, the end user will receive an email notification with the Office Depot account login information.