

Office Depot Store Purchasing Card

The purpose of the Office Depot Store Purchasing Card (SPC) is to give Chicago Public Schools the ability to purchase supplies from the Office Depot stores during school as well as non-school hours. The objectives are:

- Always maintain lowest price - CPS contract price or the store sale price, which ever is lower
- Convenience – designated CPS employees can make purchases and no cash or checks are needed. Payment is due when the monthly summary invoice is received at the school.
- Flexibility- ability to purchase supplies at any Office Depot store

How to receive an Office Depot SPC:

- **Complete** and **sign** the Office Depot SPC Application. Applications can be downloaded from the CPS website. Follow the links to Purchasing, How to Buy, Strategic Sourcing Suppliers and Office Depot SPC Application.
- Fax completed application to Office Depot at the number listed at the bottom of the application.
- Wait 2-3 weeks for delivery of the SPC. The SPC will contain the school's name and unit number. Multiple cards can be issued.

How to Use:

- Use the SPC like a credit card (**only at Office Depot Stores**).
- A CPS ID **must** be shown with all SPC purchases.

Schools will have total management responsibility of the Store Purchasing Card. **Schools should read all of the terms and conditions before submitting the application.** Office Depot will mail monthly summary statements to the school. **Each school is responsible for monthly payments and should record and track transactions in accordance with CPS internal accounts procedures. Purchase orders can not be used for SPC payments.** Central Office will not be responsible for any purchases with the Store Purchasing Card and will not be involved in any reconciliation or dispute of charges.

If there are any questions regarding orders, deliveries or any other customer service issues, please contact Office Depot at 1-800-521-3939. If there are any CPS contract issues, contact David Blackwell, CPS Commodity Manager, at 3-2268.