

# GET MORE FOR YOUR FUNDS



## Process for Office Depot Discount Pricing for JPSPD

Purchasing has been experiencing a number of requisitions/purchase orders to Office Depot with incorrect pricing of items. All schools and departments must obtain correct pricing for procurement by logging onto the Office Depot website that has special discounted pricing for the District. We must work together to eliminate this issue.

**The process below must be followed.**

1. Log onto Office Depot website prior to entering requisitions/purchase orders to get correct discounted pricing and enter requisition/purchase order to be processed.
2. Send Purchasing a copy of your orders showing the correct discounted pricing from Office Depot website prior to being upgraded and issued to Office Depot.

**If you do not provide this information to Purchasing, your requisition will be returned unauthorized and/or the purchase order closed. If goods are received or picked up at the incorrect price you may become personally liable for the difference between the discounted and other price.**

Thank you for your cooperation and support!

Office Depot website information and contact is listed below and on the Office Depot Information flyer.

**Website:** <https://business.officedepot.com>

**Login ID:** Jackson Public School

**Password:** Schools1 (Password is Case Sensitive)

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