

Purchasers must follow the direction and guidelines provided by LSU during campus closure.

"During this period of online class instruction and working remotely, the decision to purchase the following excluded items shall be at the discretion of the supervisor. Approval documentation must be attached to the reconciling expense report for auditing purposes.

- *Printers/scanners*
- *Ink or toners*
- *Office supplies or equipment*
- *Monitors/speakers*

Departments should request a stipend for internet services or hotspots in accordance with [FASOP AS-24](#).

Procurement and Accounting Services would like to remind departments that items purchased must be essential and remain university property, which should be returned (when applicable) when we resume normal operations. Department TSPs should be consulted for IT purchases to ensure purchases are compatible with existing office equipment.

We thank you for your patience as we work to make this transition as smooth as possible given the rapidly changing situation."

Office Depot LSU LaCarte Card account – 53383930

Contact Sonya Prendergast for online ordering access with remote delivery.

Phone: 601-829-0509

Email sonya.prendergast@officedepot.com

Web-site: <https://business.officedepot.com>

Login: login information will be provided when requested.

Password: Welcome1 (Password is Case Sensitive)

*at first log-in you will be promoted to update/change the password. The OLD password is Welcome1.

Purchasing Best Practices:

LSU hot list items are noted with icon -  **Best Value**

View hot list items by category. Click “Shopping Lists” on tool bar, search by “Company Wide”.

Check-out:

Delivery Information:

- If you are ordering for staff and delivering to their office location, click the [Change](#) button.

Delivery information	
LSU 213 THOMAS BOYD HALL 213 THOMAS BOYD HALL BATON ROUGE, LA 70803	Change

- When you click the change button, your address list will appear.
- To change the address for the Current order, scroll down to correct address and click SELECT under the Current column.

Your Current Ship To:
213THOMASBOYDHALL
LSU
213 THOMAS BOYD HALL
213 THOMAS BOYD HALL
BATON ROUGE LA 708030001 USA

Your Default Ship To:
213THOMASBOYDHALL
LSU
213 THOMAS BOYD HALL
213 THOMAS BOYD HALL
BATON ROUGE LA 708030001 USA

Select a Ship To by searching or viewing the entire list:

To view other Ship To enter search criteria below:
Search for a Ship To:
☐ Beginning With
☒ Containing [View only your Ship To List](#)

ID	Name	Address	City	State	Zip Code	Current	Default
213THOMAS...	LSU	213 THOMAS BOYD HALL 213 THOMAS BOYD HALL	BATON ROUGE	LA	70803-0001	SELECT	DEFAULT
LSUAG-PERDIDO	LSU AG CENTER	1300 PERDIDO ST RM BW15	NEW ORLEANS	LA	70112-2125	SELECT	DEFAULT
LSUAG-ELMWOOD	LSU AG CENTER	1221 ELMWOOD PARK BLVD STE 300	NEW ORLEANS	LA	70123-2361	SELECT	DEFAULT
103LIFE SCIENCES BU	LSU	103 LIFE SCIENCES BLDG	BATON ROUGE	LA	70803-0001	SELECT	DEFAULT
101 HATCHER	LSU	101 HATCHER HALL	BATON ROUGE	LA	70803-0001	SELECT	DEFAULT

Email Order confirmation to staff:

- Your email address is preset for order confirmations.
- Click box to send a copy of the order confirmation, key in the email address for staff.

Email options
☒ Send me an email confirmation of this order
☒ Send a copy of order confirmation to

Account Information:

- Fields will be defaulted on your profile
- PO number field – LaCarte
- Desktop field – Remote

Account information

PO Number

Desktop

Payment Information:

- Key in LaCarte Card information

Payment information
☐ Office Depot Credit Card
☒ Credit Card

Credit Card Number

Expiration Date :

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Using an Office Depot Credit Card?

Place Order

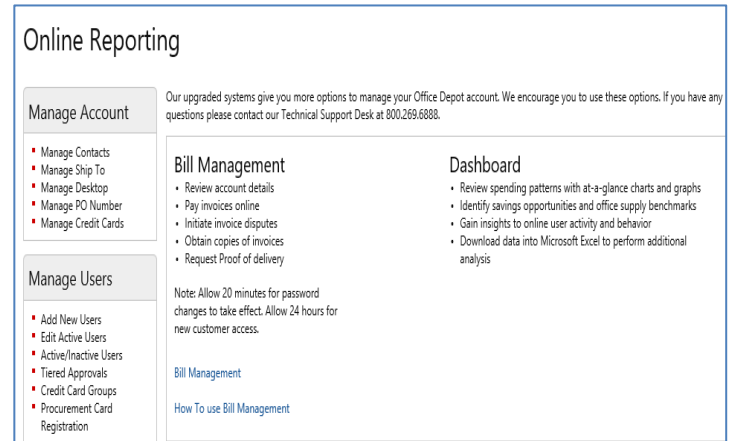
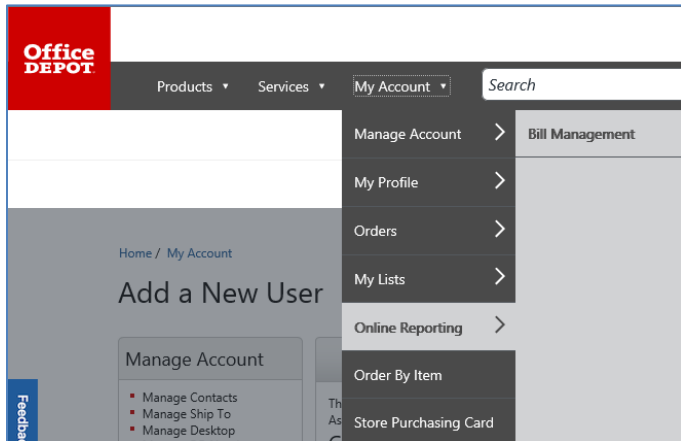
PLACE ORDER: Click place order to process.

Invoice Receipt documents:

You can view, print, email and fax receipt documents.

Click on “My Account”, scroll down to “Order Reporting” click on Bill Management.

Online Reporting page - Click on Bill Management, click on “How-to use Bill Management” for a tutorial.



- New users please allow 12-24 hours for access. Password changes – allow 15-20 minutes to take effect before accessing Bill Management.

Retrieving Invoices for transactions with Credit Card Payment:

- In Search – Customers Page – Click “**ACCOUNT DETAIL**”
- Click on “**ACCOUNT**” Tab
- On “**STATUS**” drop down, choose **Closed** and click **Go** button
You may be prompted to enter a date range.
- To search by order/invoice number - key in Invoice number in the Transactions Box
 - example format: 999999999001
- Click on Search Options to search using date, amount etc.
- Click on Transaction, click on PDF COPY tab for invoice format.
- Invoices & Credit Memos can be printed, faxed or emailed.

For assistance contact Sonya Prendergast:

Sonya.prendergast@officedepot.com

Phone: 601-829-05095