

U.S. HOUSE OF REPRESENTATIVE ONLINE ORDERING SIGN UP

Office Name

Line No.	Ship To Addresses (All potential "ship to" addresses below. Additional on next page.)			Ship To Codes (To be completed by Finance Office)
	Address block 1	Address block 2	Address block 3	
1				
2				
3				
4				
5				

Line No.	Approvers (List the names of all order approvers and the related "ship to" number. Additional approvers on next page.)			
	Name(s)	Ship To Line No.	E-Mail	Phone
1				
2				
3				
4				
5				

Line No.	Users (Names of all users, the associated approver numbers and "ship to" number. Additional users on next page.)			
	Name(s)	Approver Line No.	Ship to Line No.	E-Mail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Document Direct Online Ordering Access

At least one person in your office will need to reconcile the bimonthly online office supplies report (posted to Document Direct) with your internal records of supplies received. Any staff members without access to Document Direct will need to request installation. Information regarding sign up can be found at:
<http://onelinececao.house.gov/finance/docudirect.htm>.

Member, Chair or Officer Signature

(Required for all designations/changes of approvers. Not required to add/change users)

All sign up forms may be mailed to your Financial Counselor in 263 Cannon HOB.

(To be completed by Office of Finance only)		
Cost Center	Estimated Monthly Exp.	
	Budget Ceiling	
	Finance Office Authorizer	

Additional Ship To Addresses, Approvers or Users

Line No.	Ship To Addresses (All potential "ship to" addresses below. Additional on next page.)			Ship To Codes (To be completed by Finance Office)
	Address block 1	Address block 2	Address block 3	
6				
7				
8				
9				
10				

Line No.	Approvers (List the names of all order approvers and the related "ship to" number. Additional approvers on next page.)			
	Name(s)	Ship To Line No.	E-Mail	Phone
6				
7				
8				
9				
10				

Line No.	Users (Names of all users, the associated approver numbers and "ship to" number. Additional users on next page.)			
	Name(s)	Approver Line No.	Ship to Line No.	E-Mail
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				