

Instructions for Completion of the Online Ordering Sign Up Form

Office Name: List the official name of your office.

Ship To Addresses and Code(s): The address blocks 1, 2 and 3 should be completed to show any address to which you will want office supplies delivered. There is space for additional ship to addresses on the next page.

Approvers: List the name(s) of anyone who will be approving all office supplies orders. List the ship to line number (1, 2, 3, etc.) from the ship to section for all addresses this person will approve. Complete their full E-mail address and telephone number. There is space for additional approvers on the next page.

Users: List the names of all staff that are authorized to place orders. List the line numbers (1, 2, 3, etc.) of all authorized approvers for this user. List the ship to line number (1, 2, 3, etc.) from the ship to section for all addresses for which this person will order. List their complete E-mail address. There is space for additional users on the next page. *NOTE:* An approver may also be a user. Their orders are automatically accepted without any additional approval step. Some offices may not want an approver to be able to order also. If you want anyone to be able to perform both functions, list their names in both sections (user and approver).

Document Direct Access: The bimonthly online office supplies report is posted to Document Direct. Any staff members responsible for reconciling this report will need access to Document Direct.

Member, Chair or Officer Signature: An original signature is required for all initial forms designating approvers or any subsequent form adding or changing approvers. Subsequent forms that only add or change user information do not need the Member, Chair, Officer signature.

Cost Center: Please leave this shaded area blank for completion by the Office of Finance.

Estimated Monthly Exp.; Budget Ceiling; Finance Office Authorizer: Please leave these blank for completion by the Office of Finance. After this form has been received, you will be contacted by Financial Counseling. They will provide prior year office supplies expenditures and assist you in the development of an estimated budget for the remainder of the fiscal year. This amount will be drawn down by actual purchases and can be changed at your request.

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

U.S. HOUSE OF REPRESENTATIVE ONLINE ORDERING SIGN UP

Office Name Cong. Sam Smith Example

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	199 Cannon	US House Reps	Washington, DC 220515	
2	100 State Street		Smithville, CA. 99999	
3				
4	In this example, the office will be ordering supplies to be delivered to two different addresses.			
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	Joe Stevens	1,2	joe.stevens@mail.house.gov	202 225-9999
2	Sally Scott	2	sally.smith@mail.house.gov	999 999-9999
3		There will be two staff members approving purchases by users. Joe can approve orders to be delivered to either consignee line 1 or 2. Sally can only approve orders to be delivered to consignee code 2, Smithville.		
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	Jane Ford	1,2	1,2	jane.ford@mail.house.gov
2	Pat Jones	1	1	pat.jones@mail.house.gov
3	Sam Edgar	2	2	sam.edgar@mail.house.gov
4		Jane's orders can be approved by either approver. She can order for either ship to line 1 or 2. Pat's orders can only be approved by approver line 1, Joe. She can only order for ship to line 1, Washington. Sam's orders can only be approved by approver line 2, Sally. She can only order for ship to line 2, Smithville.		
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://onlinecao.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