

## Store Purchasing Card Application

Your Store Purchasing Card allows you to receive the lower of the retail store price or your custom business account pricing when you shop in our Retail stores. You may pay by cash, check, credit card or account billing (if you have account billing on your business account.) Any single transaction may not exceed \$1,000. Daily transactions are limited to 5 per day and may not exceed a total of \$2,000. To request different payment options or transaction limits, please contact your account manager.

Please fill out the top section and email it to [leslie.brady@officedepot.com](mailto:leslie.brady@officedepot.com). Please allow up to 3 weeks for processing. If you need assistance filling out this application or you have any questions on the Store Purchasing Card, please contact your Account Manager or call 888.438.4037. By signing below you acknowledge that you have read and agree to the Store Purchasing Card terms and conditions on the reverse side of this application.

### CUSTOMER

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Please complete the information below as it should appear on the card. Please fill out all fields in this section. If you would like more than one card with different cardholder information, a separate application is necessary.

Company Name: **BPAA Portal Account** (Up to 25 characters)

Account #: **49147254** (Internal Use Only-8 digit OD Account #)

Cardholder Name: \_\_\_\_\_ (Center Name)

Company Contact: \_\_\_\_\_ (Mail to Attn:)

Company Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip / Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_ (please include to receive confirmation)

How many cards would you like?

By signing here you acknowledge that you have read and agree to the Store Purchasing Card terms and conditions on the reverse side of this application.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INTERNAL USE ONLY (Account Manager)

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Account Manager: **Jimmie Lowery** Sales ID: \_\_\_\_\_

Phone Number: **972-965-3811** Extension: **3811** E-Mail: **jimmie.lowery@officedepot.com**

Account Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **STORE PURCHASING CARD TERMS AND CONDITIONS**

In consideration of issuance of an Office Depot Store Purchasing Card(s) (the "Card") to the Business Solutions Division ("BSD") business account client (the "BSD Client") and upon submission of an application, the BSD Client agrees to be bound to the following Terms and Conditions applicable to the use of the Card:

1. The Card is not a revolving or any other type of credit card and does not establish any new account, or extend credit to the BSD Client. The Card is an identification card only allowing purchases at Office Depot retail stores to be made at the custom discounted pricing established by the BSD business account.
2. It is agreed that use of the Card at point of sale is required to receive the BSD Client's BSD custom discounted pricing.
3. The Card is non-transferable. The BSD Client may authorize its employees or other individuals to utilize the Card, but the BSD Client remains fully responsible for the payment of all purchases made by use of the Card, whether the use is authorized by the BSD Client or not.
4. The BSD Client is responsible for all purchases made by any use of this Card including instances where the card has been lost or stolen and then used by an unauthorized individual. In the event the card is lost or stolen it is the BSD Client's responsibility to contact Office Depot immediately at 888.438.4037. Upon receipt of notification by Office Depot, an immediate hold will be placed on the account preventing any further transactions via use of the Card.
5. The accepted forms of payment for all purchases made through the use of the Card are (i) account billing, (ii) account billing and other types of payment (cash, check, credit card), or (iii) other types of payment only. The BSD Client acknowledges that the Card is automatically set for payment option (ii). To select one of the other payment options, please let the Office Depot BSD account manager know.
6. For purchases made with account billing, a dollar limit must be established for the Card on a per transaction and per day basis. The Card transaction limits may be adjusted by the BSD Client only upon submission of a revised application. The use of the Card must be discontinued during periods where the transaction limits have exceeded the BSD business account billing limits.
7. Coupons cannot be used with Store Purchasing Cards.
8. If the BSD Client's BSD business account has been discontinued, the Card is no longer valid and must be destroyed.
9. The use of the Card must be discontinued and the Card(s) immediately destroyed or returned to Office Depot in the event that the BSD Client (i) is unable to pay its accounts or other amounts, (ii) is about to sell all or substantially all of its assets, (iii) anticipates the likelihood of bankruptcy or any assignment, or appointment of a receiver, for the benefit of creditors, or (iv) is notified by Office Depot to discontinue use of the Card, which Office Depot may do in its sole discretion.
10. If the use of the Card is discontinued for any of the above reasons, all Cards must be destroyed and it is the responsibility of the BSD Client to notify its employees or other authorized individuals to destroy the cards in their possession.
11. Office Depot reserves the right, at any time, to change any of the terms under which the Card (s) have been issued or to unilaterally revoke or terminate the Card for any reason.