



Foothill-De Anza Community College District

District Credit Card (“Pro-card”) Purchases

Validated District Credit Cards allow you to shop at Office Depot retail stores and receive contract pricing. Contract pricing only applies to credit card purchases.

- Use for **BUSINESS** purchases
- Easy, Convenient, and Secure
- Items purchased will be re-priced to reflect your contract price OR retail price-whichever is lower
- Charges will appear on the District’s credit card statement

Cards must be validated prior to purchase as follows: To take advantage of this great benefit, please fill out and mail, fax or email to Deanna Pollard at deanna.pollard@officedepot.com. Please allow 72 hours for credit card validation after information has been received. You will be notified once the process is complete. Fax: (510) 497-5217, mail to: Office Depot, Inc., 6700 Automall Parkway, Fremont, CA 94538. Attn: Andy Capriotti/Deanna Pollard.

Account No. 38297380

Account Name: Foothill-De Anza Comm. C/D Employees

Name as appears on card: _____

Credit card type and #: _____

Work telephone or email address: _____

Account Manager: Andy Capriotti

Accepted cards: Visa, MC, Amex, Discover, Diner’s Club, Office Depot Credit Card & Office Depot Visa.

* Please note that coupons are not applicable when using your Procurement Card.