



Foothill-De Anza Community College District

EMPLOYEE PURCHASE PROGRAM

*Just another **VALUE-ADDED** service for our
Business Services Division Customers*

Validated Personal Credit Cards allow you to shop at Office Depot retail stores using your personal credit card and receive contract pricing. Contract pricing only applies to credit card purchases. **Please Note:** When using a **Debit Card**, transaction must be processed as a **Credit Card** in order to receive discount.

You'll Enjoy NUMEROUS ADVANTAGES:

- Use for **PERSONAL** purchases
- Easy, Convenient, and Secure
- Items purchased will be re-priced to reflect the District's contract price OR retail price-whichever is lower
- Charges will appear on your normal 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.