



TULANE/STAPLES E-WAY SET UP FORM

Staples E-Way set up request form. Please fill out all the information below email or fax to Material Management. If you order for more than one department please include information on all the departments and their physical locations.

PLEASE PRINT

NAME: _____

DEPARTMENT NAME (S): _____

DEPARTMENT (S) COMPLETE LOCATION (S): PLEASE INCLUDE BUILDING,FLOOR AND ROOM:

PHONE #: _____

FAX #: _____

EMAIL ADDRESS: _____

UPTOWN, DOWNTOWN OR COVINGTON USER: _____

OTHER INSTRUCTIONS: _____

***PLEASE FORWARD FORM TO EDMUND HEIGLE, FAX NUMBER IS 504-865-5214 OR YOU CAN EMAIL HIM AT EHEIGLE@TULANE.EDU**