



OFFICE OF PROCUREMENT
 9221 Corporate Blvd
 Rockville, Maryland 20850
 240-567-5292 Phone
 240-567-6397 Fax

Rudolph Supply Registration Form

Unit Designee for Supply Orders

New Account

Account Changes:

- CC Manager Change
- Budget Account # Change
- Department Change
- Delivery Address Change
- Other: _____

Authorized Designee Information

| | | | |
|------------|----------|------------|--------|
| First Name | | Last Name | |
| Title | | Department | |
| Telephone | | Fax | E-mail |
| Campus | Building | | Room |
| City | | State | Zip |

Cost Center Manager Contact Information

| | | | |
|------------|----------|------------|--------|
| First Name | | Last Name | |
| Title | | Department | |
| Telephone | | Fax | E-mail |
| Campus | Building | | Room |
| City | | State | Zip |

Delivery Address

| | | | |
|--------------|----------|-------|--------|
| Campus | Building | | Room |
| Contact Name | | | |
| City | | State | Zip |
| Telephone | | Fax | E-mail |
| FUND | CC | SC | PROG |

| | | | |
|------------------------------|---|--|--|
| Additional Notes or Comments | Do you want to link your account to your P-Card? Yes _____ No _____ | | |
|------------------------------|---|--|--|

Instructions and Agreement

1. E-mail this completed form to procure@montgomerycollege.edu. Once your account has been set up, Rudolph Supply will e-mail the designee with instructions and logon/password information to order supplies online.
2. For multiple delivery addresses and account numbers, please write this information in the "Additional Notes or Comments" box.
3. By signing below, the *Approved Designee* agrees to request supplies for College business in accordance with applicable procurement policies and procedures.
4. By signing below, the *Cost Center Manager* authorizes the *Approved Designee* to order supplies online to be billed to the indicated account number(s).

Approved Designee Signature

Cost Center Manager Signature

Date:

Date: