The University of Southern Mississippi account is on the State of Mississippi approved TCPN Cooperative program. The contract information is listed below. Orders can be processed on-line for delivery or picked-up at Office Depot store locations. Orders processed on-line will be shipped directly to the USM Receiving Dock. There is no delivery fee for supply orders. There may be a nominal delivery fee for oversize items such as furniture, whiteboards etc., the charge will be noted when processing the order. Items on the TCPN Core List are noted online with **BEST VALUE** icon.

**Office Depot Store Purchases:**
When you shop at an Office Depot retail store location, you must have your USM issued Procurement Card Registered to the account for pricing and tax exemption. After your P-Card is registered, you will **NOT** need to present a tax exempt card at check-out. The Registration Link is located on the website Bulletin Board.

**Office Depot Internet Ordering:**
Office Depot has a generic log-in that will allow purchasers view only access and access to the Credit Card Registration Link. You will not be able to process orders using the Generic Log-In below.

**Generic Log-in:**
Web-site: https://business.officedepot.com
Log-in ID: USM.edu
Password: Eagles01  (Log-in and Password are Case Sensitive)

For Internet ordering access that will allow orders to process, email the below information to sonya.prendergast@officedepot.com. Access will be set-up for Credit Card purchasing. For access to process orders with a Purchase Order, authorization must be provided from the USM Department of Procurement & Contract Services.

**Information Needed for Internet Set-up:**
First Name/Last Name:
Phone Number:
Email Address:
Department:
Location if not at Main Campus

**State of Mississippi Contract Information:**
Vendor – Office Depot
Cooperative Agreement – TCPN Governmental Purchasing Alliance
Contract Number - 8200013181
Contract Smart Number - 1130-15-C-SWCT-00282

**Office Depot Contact:**
Sonya Prendergast
Education and State Specialist
Email: sonya.prendergast@officedepot.com
Phone: 601-829-0509 • Fax 601-829-0503