

Office Depot Contract User Information



City of Round Rock Account for Office Depot Business is contracted through the OMNIA Partners Cooperative Contract No. R190303, City Resolution No. **R-2021-248**.

This Business Account is Tax Exempt to be used by City ProCard holders for the purchase of office supplies, related products and services needed to support City operations.

- City Cardholders can purchase items at an Office Depot or Office Max Store
- Online ordering requires users to be setup through the City's Office Depot Business Account # 3321227. Contact Margie Howard or Amanda Crowell for a user login.
 - Department Admins are setup and approved for online ordering
 - Do ***not*** use officedepot.com or create new accounts!
- Online orders can be delivered or pickup at the local Office Depot/Max store
- Online ordering has a \$50 minimum for free delivery

If you have any questions or issues using this account, contact Margie Howard in Purchasing or use the matrix below to connect with the correct Customer Support team online, email or phone:

Contact Method	Support Team Contact Information	Orders	Tracking	Returns	Billing	Tech Support
Online Website	business.officedepot.com	✓	✓	✓	✓	✓
Customer Service Email	ecsupport@officedepot.com	✓	✓	✓		✓
Customer Service Phone	888-777-4044	✓	✓	✓	✓	
Invoice Copies & POD	inv-pods@officedepot.com				✓	
Tech Support/Website Issues	800-269-6888					✓

Margie Howard, CPPB

Accounting Technician Senior
ProCard Administrator
Ofc: 512.218.7069 Fax: 512.218.7028
mhoward@roundrocktexas.gov