

# Office Depot EEF Instructions

## Stretch Your Funds with Office Depot!

Office Depot is making it simple to use your state issued procurement card for EEF funds and allow you to purchase more for less. Follow the steps below to place your orders online or at Office Depot & Office Max retail store locations and receive the Office Depot State of Mississippi contract prices and tax-exempt status. EEF purchases are only tax exempt if made on-line or purchased at a store location in Mississippi.

### Office Depot and Office Max Store Purchases:

To receive the State pricing and tax exemption when shopping at your local Office Depot Office Max store, you **MUST** present the attached flyer with your District's Store Purchasing Program number to the cashier or "Register" your card on the web-site.

\*If you purchase at an Office Depot or Office Max store location outside of Mississippi you will be charged tax.

### Office Depot Internet Orders:

Use your school's login and password listed on attached flyer. Your school login is set with your school address as the delivery location. Key in your EEF Card number at check-out. \*DO NOT default your EEF card on the site. Key your name in the field labeled NAME/TEACHER so your order can be easily identified and can be delivered to you without delay.

Ordering online will provide you with a selection of educational, STEM, school and office supplies including College and Career Readiness products and teaching resources from leading education vendors. Click on "School Supplies" to view K-12 classroom resources by product category and grade classification.

### **Shop Online for a selection of Supplemental Teaching Resources:**

- Carson–Dellosa
- Creative Teaching Press
- Edupress
- Eureka
- Evan-Moor
- Google VR Kits
- Pacon
- LeapFrog
- littleBits Kits
- Melissa & Doug
- Saddleback Publishing
- Scholastic
- Wonder Workshop



**\*RECEIPTS** – Office Depot can assist with receipt reprints if the correct log-in is used for internet orders and if the Store Purchase number is used at store check-out.

*\* As per State Purchasing law and guidelines this account and ordering procedures are only to be used for State of Mississippi EEF procurement card purchases. Purchases made outside of MS will be charged tax*

## Sunflower Consolidated School District - EEF Purchases

EEF Account Number: 70666995

### Internet Ordering Log-in:

Web-Site Address: <https://business.officedepot.com>

The password for all Log-ins is: Welcome01 \*Password is Case Sensitive

<u>Location</u>	<u>Log-In</u>	<u>Location</u>	<u>Log-In</u>
AW James Elementary	AW James ES EEF	Lockard Elementary	Lockard ES EEF
Carver Elementary	Carver ES EEF	Moorhead Central School	Moorhead MS EEF
Drew Hunter Middle School	Drew Hunter EEF	Robert L Merritt Jr. High	Merritt Jr EEF
East Sunflower Elementary	East Sunflower EEF	Ruleville Central Elem	Ruleville Central ES EEF
Gentry High School	Gentry HS EEF	Ruleville Middle School	Ruleville MS EEF
Indianola Academic Achv	Indianola Acad EEF	Ruleville Central HS	Ruleville Central HS EEF
Indianola Career Tech	Indianola Career EEF	Sunflower Central Office	Central Main EEF
Inverness Elementary	Inverness Elem EEF		

### Office Depot Store Purchases:

Teachers can “Register” your card on-line or provide this flyer to the cashier at Check-out to receive the State of Mississippi contract discount pricing and tax-exempt status at Office Depot and Office Max store locations.

**Office  
DEPOT**

**State of Mississippi  
EEF Program**

**Store Purchasing Program**

**Sunflower Consolidated School District- EEF**

**SPC Account# 8012-180-2740**

CARDHOLDER INSTRUCTIONS:  
 Present this card to associate at check-out at Office Depot Store

### Returns:

Contact Customer Service for returns and order information – 888-777-4044. Purchases picked up at an Office Depot or Office Max store location must be returned to the store and have a return and credit processed on your EEF card. The credit card company may not post the credit for 5-7 business days.

### Receipts:

Office Depot can assist with receipt reprints if the correct log-in is used for internet orders and if the Store Purchase number is used at store check-out.

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