



**OFFICE OF PROCUREMENT**  
 9221 Corporate Blvd  
 Rockville, Maryland 20850  
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## Rudolph Supply Registration Form

### Unit Designee for Supply Orders

New Account

Account Changes:

- Account 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

#### Account 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	ORG	ACCT	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](mailto: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 *Account Manager* authorizes the Approved Designee to order supplies online to be billed to the indicated account number(s).

Approved Designee Signature

Date:

Account Manager Signature

Date: