

MEMORANDUM

Date: September 21, 2017

To: The University Community

From: Lauren Weitzel, Interim Director of
Purchasing and Campus Services

Re: Office Depot

Millersville currently utilizes Office Max for the purchase of office supplies. Office Max and Office Depot have merged and have changed their ordering system.

As of Monday, September 25, 2017, the Office Depot platform will be in effect. Initially, employees will log in as usual to Office Max Workplace at <https://www.officemaxworkplace.com/> then employees will be redirected to the Office Depot site where employees will enter their full MU email (example: joseph.smith@millersville.edu) and use the temporary password: **Welcome1**. Please be sure to bookmark the new Office Depot site for future reference.

Employees will then need to update their account information onto the new Office Depot platform site. Changes to delivery addresses will need to be made by the Purchasing Office and requests can be sent to the purchasing email address: purchasing@millersville.edu

Please see the attached documents that were created to assist you:

[Office Depot Welcome Guide](#)

[Office Depot User Guide](#)

If you have any questions, please contact the Purchasing Office at extension 4184.

Thank you for your cooperation.