



**Grand & Toy Ordering  
Account Application Form**

To request a unique Trent login ID please complete this form and return it to the Purchasing Services office, room 114, Blackburn Hall.

Account information			
Name			
Department			
Email			
Phone		Fax	

Delivery Information			
Building		Room Number	
Street Address			

Account Number	Description	Account Holder

Please list multiple accounts if necessary. If you have multiple accounts, authorized by multiple account holders, please submit a separate form for each supervisor/account holder listing the appropriate account numbers. Please note that all charges will be assigned to the Office Supplies object code: 58059, any charges that will ultimately reside in a different object code must be transferred by journal entry.

Please sign and date this request.

Signature:	Date:
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Account holder approval (if required).

Signature:	Date:
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