User List Setup Form

Ed-Data Cooperative Supply Procurement

Please use the worksheet below to compile a list of teachers and staff that need to order supplies for your school or department. You can setup your list to have your staff order by teacher, by grade, department or group. Each user account listed below will have their own website to compile their needs. Supplies will be boxed, shipped and labeled by user account name. Therefore, if you would like each teacher to receive their own shipment your user list should be compiled by teacher. Please be sure to include all necessary information outlined on the spreadsheet. Please submit one form for each administrator by location. Any administrator with users across multiple locations (HS, MS, elementary schools) such as a Special Services Director, should fill out one user list per physical location. ***PLEASE RETURN THIS COMPLETED FORM TO THE PURCHASING OFFICE BY: 2 /28 /22.***

District: WHITE PLAINS CITY SCHOOL DISTRICT

School Name:_____ **City:**_____ **Zip:**_____

Address:_____

Administrator (Principal/Chair/Supervisor):_____

APPROVER 1: _____ **APPROVER 2:** _____

User Name	School Supply Budget Code	Email	Allocation	EDS USE ONLY School #

				EDS USE ONLY
User Name	Account Code	Email	Allocation	School #