



The University of Oklahoma  
Purchasing Department

September 14, 2007

As previously announced, the University's contracted office supply vendor will change to OfficeMax October 1. OfficeMax will host a series of "Get Acquainted" sessions to assist you in the transition. The date for your campus location is listed below. Approximately one hour sessions will be held throughout the day with limited seating for each time slot so please access the link below to reserve your seat as soon as possible!

The sessions will offer video presentations of the OfficeMax website and online ordering features, product availability resources and general information about the new supplier. Representatives from OfficeMax will be available for Q&A sessions and OU Purchasing and Pcard staff representatives will be on hand to assist you as well.

If you have not previously submitted a new account/user form, the sign up forms will also be available at the session location.

Main Campus – Norman  
**Thursday, September 20<sup>th</sup>**  
8:30AM – 4:00PM  
Student Union – Scholar's Room  
Reservation link:

[http://webapps.ou.edu/Purchasing/office\\_max/training/forms/norman/norman\\_for\\_m.cfm](http://webapps.ou.edu/Purchasing/office_max/training/forms/norman/norman_for_m.cfm)

Questions about the presentations can be directed to:  
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