



**UNIVERSITY OF KENTUCKY**  
**ACCOUNT ACTIVATION REQUEST FORM**

To Begin Placing Orders with OfficeMax, complete this form and fax to:

Wendy Jenks  
Fax: 502-253-6309

Or Email to: [kenlennon@officemax.com](mailto:kenlennon@officemax.com)

Name:	**
Office Max Consignee/ShipTo (if known):	
Dept Name:	
Bldg – Room #:	**
Street Address:	**
City/State/Zip+4:	**
Phone#:	**
Fax#:	
Email:	**

**PROCUREMENT CARD INFORMATION:**

MasterCard #:	**
Expiration Date:	**

**\*\*REQUIRED FIELDS; REQUEST CANNOT BE PROCESSED IF THIS INFORMATION HAS NOT BEEN PROVIDED**