Horry Georgetown Technical College Herald Office Online Ordering Approval Form

In order to use the Horry-Georgetown Technical College Herald Office Online Ordering System you must have your Department Manager's approval. This is a one-time approval. Complete the requested information below, sign and forward to the Procurement Manager. Once this application has been received and approved, your name will be entered into a log that will be kept on file in the Procurement office. If you order for more than one department, fill out a separate form for each one.

Date:				
Department Name and Org. Number				
Requestor's Phone Number				
Requestor Email				
Requestor's Campus	Bld	g. No	Room No.	
Signature of Requestor's Name	Date AVP, Dean or Department Manager		artment Manager	Date

The Herald Office Online Ordering System is to be used to make purchases for office supplies only. It must be for the legitimate business benefit of Horry Georgetown Technical College. No single line item over \$500, Furniture, Or IT supplies can be ordered via this method.

The Process for use of the Herald Office Online website -

- 1. Approved users will place orders on the www.heraldoffice.com website. To access the website you will be given a user ID and a password sent to you by Herald Office.
- 2. All orders are to be placed on Tuesday of each week. Emergency orders will be allowed.
- 3. You must make sure the department account code you are ordering for, shows on the order to make sure it gets charged to the correct department.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action. Employees who have inappropriately used the Herald Office Online website will be required to reimburse the College for all costs associated with such improper use.