HORRY GEORGETOWN TECHNICAL COLLEGE
FSI Online Ordering
Approval Form

In order to use the Horry-Georgetown Technical College FSI 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 onto 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: _____

FSI Office Requestor's Name: _____

Requestor Phone Number: _____   E-Mail _____

Requestor's Campus _____   Bldg. No. _____ Room No. _____

_____   _____
Signature of Requestor's Name   Date   AVP, Dean or Department Manager   Date

The FSI 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 can be ordered**.

The Process for use of the FSI Office Online website –

1. Approved users will place orders on the www.fsioffice.com website. To access the website you will be given a user ID and a password sent to you by FSI.

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 FSI Office Online website will be required to reimburse the College for all costs associated with such improper use.

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