



Request for TCF Company Store Ordering Access
(Requires TCF Intranet/Internet Access)

DO NOT COMPLETE this form for personal credit card purchases

*Today's date: *User First & Last Name:

*Full E-mail Address:

*Mailcode: *Phone Number

*Department/Division Name: *Is this a TCF branch location? Y N

*Request to - Add: __ Change: __ Delete: __ *Company: *Cost Center:

Additional Cost Centers (if ordering for multiple business units):

Table with 12 empty columns for additional cost centers.

*Ship To: Address/City/ST/Zip:

Table with 3 columns: Description, Amount, and a checkbox. Rows include Social Benefits, Sales and Services Recognition Expense, Promotional Items Expense, Other Marketing-Special Promotions, and Contributions.

*Order Authorization Amount: \$250 \$500 Other \$ (specify amount)

Note: Authorization amount must not exceed approver's authorization level as outlined in the Authorization for Expenditure Policy.

*Manager/Regional Approval: (Manager's Signature-required) (Manager's Name-required)

*Required Information - (incomplete request will delay setup and will be returned to user)

Please fill out this form completely and return it to Corporate Purchasing via fax 612-661-8282 or Mail Code 001-17-B DO NOT SEND TO: Creative Resources for setup

To be filled out by Corporate Purchasing ONLY. Form Received by: Date: End User Setup Completed by: Date: End User/Manager Contacted by: Date: Rev v.2 05/15