

University of South Carolina

Grainger Store Use Request Form

Eligibility Requirements:

Applicant must be a USC Facilities Employee and have a valid USC ID card.

Application must have approval of your Manager/AD and Director.

In order to process your application, you must complete the entire form. The form will not be processed unless ALL information has been filled out and signed by your Manager, AD, and Director; submit approved (signed) application to Facilities HR along with your USC card for barcode scanning into your record.

Allow 48 hours for processing before using the store for the first time.

SECTION I. APPLICANT INFORMATION

FIRST NAME _____ LAST NAME _____

PHONE(S) _____ E-MAIL _____

DEPT. NAME _____ CREW _____

I fully understand the intent of this program and will comply with State and University of South Carolina policies and procedures relating to the expenditure of University funds.

APPLICANT SIGNATURE _____ DATE _____

SUPERVISOR NAME & SIGNATURE _____ DATE _____

SECTION II. DEPARTMENT HEAD APPROVAL

I hereby delegate transaction authority to the above applicant and will be responsible for reviewing transactions of the applicant, to ensure the appropriate use and classification for the University expenditure.

AD NAME & SIGNATURE _____ DATE _____

DIRECTOR SIGNATURE _____ DATE _____