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**DRAKE UNIVERSITY**

**EMPLOYEE PURCHASE PROGRAM**

**Personal Credit Card Registration**

**The following registration link allows Drake University employees to register personal credit cards** for use at the Office Depot / OfficeMax Retail Stores.

<https://business.officedepot.com/userprofile/registerPCard.do?billToId=75295904>

**For Drake University employees to register their personal credit**

**cards they need to:**

1. Employee clicks on the link.

2. Enters their credit card number and clicks submit.

**3. No additional confirmation is sent to the employee.** The card becomes

linked to the Employee Purchase Program account within 48 hours.

4. When the employee visits an Office Depot / OfficeMax store they must present the credit card they registered to receive the discount. When this credit card is swiped it will link the purchase to the EPP pricing account and the employee will receive

the discounted price or the retail sale price whichever is lowest.

The credit card linked to the EPP account **must** be presented in order to

receive the appropriate discounts at our stores – even if the customer will pay

for the purchase with cash.

**Discount**

Employee purchases will receive a 5 or 10 percent discount off the regular retail price

(promotions excluded).