



## **Charlotte Schools Employee Purchase Program**

- This program offers Charlotte School District Teachers and Staff a discount when making personal purchases at Office Depot
  - A separate account is established to keep Employee purchases separate from District purchases
  - The only forms of tender for this program are cash or credit card
  - A link has been created for employees to register for the program.  
<https://odams.officedepot.com/registrations/portal.php?a=58779286>
  - Employees can register their credit card for use in retail stores or create an online profile for deliveries to their home address.
  - You **must** pre-register on-line to receive the discount
  - District employees will receive a **7% discount** off of the retail price, store or on-line, of most purchases with some exclusions: technology, computers, software, services, gift cards, etc.
  - When shopping in the Retail store you will receive the store price or the discounted price, whichever is better.
  - If an employee does not wish to provide their credit card number, a discount card can be issued by our Office Depot, Account Manager,  
[jim.olsen@officedepot.com](mailto:jim.olsen@officedepot.com)
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## **5 % Back to School Program (open to public)**

- Parents, students, and school supporters are able to give 5% of their qualifying purchase made at an Office Depot Retail Store back to their school
- Every time you buy qualifying school supplies at an Office Depot retail store **and provide** your school's name at the time of purchase, your school can receive a credit of 5% of the qualifying purchases to use for FREE SUPPLIES.
- Flyers can be distributed to parents & school supporters to advertise the program
- Each quarter, Office Depot will tally the qualifying purchases made using each school's 5% Back to Schools' program
- 5% of the qualifying purchases will be offered in credits the school can use for FREE SUPPLIES! For example: If a school name is used in \$10,000 of qualifying purchases, that school will receive a \$500 credit!
- Technology and some other product categories are excluded
- Office Depot will honor up to \$10 million in total credits to our District's schools