

PROPURCHASE™ CARD REQUEST WORKSHEET



Please complete this worksheet to request ProPurchase card(s). Email your completed worksheet to **ProPurchase@homedepot.com** to complete the setup process, or call **800-401-7299** to speak to a ProPurchase customer service representative.

KEY TERMS AND DESCRIPTIONS FOR EACH CARD:

▶ Card Contact Individual (Required):

The card owner or individual who controls and is responsible for the specific card.

▶ Card Spending Limit (Optional):

A weekly or monthly maximum dollar spend amount can be set for each card.

▶ Card Nickname (Optional):

The name on the card can be customized to fit your needs, up to 26 characters. For example, "Renovation Project XYX".

▶ e-Receipt (Required):

An electronic receipt illustrating all items purchased in store using the card(s). It will be emailed after each transaction in the store to a designated person in your organization who wants visibility to all purchases. The e-Receipt also serves as a proof of delivery.

PLEASE COMPLETE THE INFORMATION BELOW:

Name and Title _____

Please provide your name and title to indicate who is requesting cards for your organization.

The Home Depot Pro Account Name _____

Account Number _____

Please provide your The Home Depot Pro account business name and number to use for all purchases using the card.

e-Receipts Email Address _____

Pro Xtra Account Number _____



CARD 1

Card Contact Individual (Required): _____ Mailing Address* _____

Card Spending Limit (Optional): _____ **Select One:** Weekly ____ Monthly ____ City _____

Card Nickname (Optional): _____ State, Zip _____

No Nickname/No Text Printed on Card

*Card will be mailed to this address in a plain white envelope.



CARD 2

Card Contact Individual (Required): _____ Mailing Address* _____

Card Spending Limit (Optional): _____ **Select One:** Weekly ____ Monthly ____ City _____

Card Nickname (Optional): _____ State, Zip _____

No Nickname/No Text Printed on Card

*Card will be mailed to this address in a plain white envelope.



CARD 3

Card Contact Individual (Required): _____ Mailing Address* _____

Card Spending Limit (Optional): _____ **Select One:** Weekly ____ Monthly ____ City _____

Card Nickname (Optional): _____ State, Zip _____

No Nickname/No Text Printed on Card

*Card will be mailed to this address in a plain white envelope.



CARD 4

Card Contact Individual (Required): _____ Mailing Address* _____

Card Spending Limit (Optional): _____ **Select One:** Weekly ____ Monthly ____ City _____

Card Nickname (Optional): _____ State, Zip _____

No Nickname/No Text Printed on Card

*Card will be mailed to this address in a plain white envelope.



CARD 5

Card Contact Individual (Required): _____ Mailing Address* _____

Card Spending Limit (Optional): _____ **Select One:** Weekly ____ Monthly ____ City _____

Card Nickname (Optional): _____ State, Zip _____

No Nickname/No Text Printed on Card

*Card will be mailed to this address in a plain white envelope.

If you are requesting more than five cards, please use another card request worksheet. Once you have completed the worksheet, you can email it to **ProPurchase@homedepot.com** or contact a customer service representative at **800-401-7299**.