

Office Depot PO Tracking Procedures

The purpose of tracking purchase orders is to give the Chicago Public Schools the ability to check the status of their individual Office Depot purchase orders. Schools will be able to check orders for the following:

- Contact name
- Office order number
- Date po was entered
- Order total
- Po status
- Date shipped

1. Choose the on-line catalog
2. Click on the Office Depot Icon
3. Choose the Order Tracking Option
4. Choose po number from the drop down box
5. Enter your po number

If you have any questions about your orders, please contact Office Depot Customer Service at 1-800-521-3939.