

Please use this worksheet to gather all of the information needed to request the Home Depot ProPurchase card(s). Once the worksheet is complete, please call **866.863.3628** to speak to a RenovationsPlus representative or email this form to **renovationsplus@renovationspluspro.com** to complete the set up process.

**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.

**RenovationsPlus Account Name** \_\_\_\_\_

**Account Number** \_\_\_\_\_

Please provide the existing RenovationsPlus account number to use for all Home Depot in store purchases using the card. For a new account setup, please contact RenovationsPlus at **866.863.3628** or email **renovationsplus@renovationspluspro.com**.

**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 **e-Receipts Email Address** \_\_\_\_\_ Apply to All Cards

**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 **e-Receipts Email Address** (if different from Card 1) \_\_\_\_\_

**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 **e-Receipts Email Address** (if different from Card 1) \_\_\_\_\_

**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 **e-Receipts Email Address** (if different from Card 1) \_\_\_\_\_

**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 **e-Receipts Email Address** (if different from Card 1) \_\_\_\_\_

**If you are requesting more than five cards, please use another card request worksheet. Once you have completed the worksheet, please email it to [renovationsplus@renovationspluspro.com](mailto:renovationsplus@renovationspluspro.com).**