

CARD REQUEST WORKSHEET

Please use this worksheet to gather all of the information needed to request ProPurchase card(s). Once the worksheet is complete, please call **866-863-3628** to speak to a RenovationsPlus representative or email this form to **ProPurchase@homedepot.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 business name and 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 **ProPurchase@homedepot.com**.

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 **e-Receipts Email Address** _____ Apply to All Cards *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 **e-Receipts Email Address** (if different from Card 1) _____ *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 **e-Receipts Email Address** (if different from Card 1) _____ *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 **e-Receipts Email Address** (if different from Card 1) _____ *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 **e-Receipts Email Address** (if different from Card 1) _____ *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, please email it to ProPurchase@homedepot.com.