Reimbursements

Please don’t remit checks to Business Services. Checks for reimbursement should be given to your department’s finance representative.

View Your Last Ten Transactions Easily in Access Online

The holiday season brings with it greater transaction volume and also greater fraud potential. Log into Access Online once a week to easily view your last ten transactions on the home page.

Sales Tax Tips

- Request exemption from sales tax from your restaurant server when you place your order
- Some online merchants cannot exempt sales tax – make a phone purchase instead (includes Bed, Bath and Beyond, Target.com and Wal-Mart.com)
- Merchants who can exempt sales taxes for online purchases after you register with their tax department include Best Buy, Home Depot and Office Depot
- Request a Staples Advantage account from Business Services for cost savings, tax exemption and free shipping

Attendee List Required for Official Functions and Meals

Include in your list:
- Names of all DU employees who participated
- The quantity and role of guests (For example: 17 students)

Holiday P-Card Dates

Enter your transaction notes (what was purchased and what is the reason for the trip or expenditure) each week – this will reduce the time it takes to compile your packet.

<table>
<thead>
<tr>
<th></th>
<th>Purchasing</th>
<th>Cardholders</th>
<th>Card Coordinators / ORSP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start</td>
<td>End</td>
<td>Statement Availability Date</td>
<td>Packets due to Card Coordinator</td>
</tr>
<tr>
<td>13-Nov</td>
<td>22-Oct</td>
<td>20-Nov</td>
<td>21-Nov</td>
</tr>
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<td>13-Dec</td>
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