Activity Codes

Activity codes can now be designated by cardholders and card coordinators in the transaction detail record form in PaymentNet.

8-15-12
https://order.staples优势.com/webapp/wcs/stores/servlet/malllogin?storeId=10101

With the recent Staples migration from eWay to Staples Advantage, please make sure you have updated your location information.

If you have not done this, please select a DU ship-to location and specify a room number and any other delivery information in the ‘Edit my profile’ form in Staples Advantage.

Tax Exemption

Reminder – DU is a private, not-for-profit tax exempt corporation.

Send the tax exempt certificate to merchants who require this documentation.

Please request tax exemption at retail locations, including restaurants, in the state of Colorado.

Online retail sites might not have the capability of exempting your purchase from tax – in this situation, try making a phone purchase instead.

Printing the Purchasing Card Transaction Log ~ select reduced page scaling (see below) to avoid cutting off item numbers and your last name from the purchasing card transaction log.