

Staples Advantage eWay Application



Please complete this form for each User who will place online orders with Staples Advantage/eWay.

User Information

Name: _____

Department/Faculty: _____ Local: _____

Position: _____

Email Address: _____ @ufv.ca

* Your UFV email address will be your User ID when accessing Staples Advantage, for that reason we are unable to use external email accounts such as Hotmail, Shaw, Telus etc..

Authorization Limit: \$1000.00 (Maximum)

Orders exceeding \$1000.00 will be held for approval and confirmed with the User and Signing Authority via email. After receiving approval, the Purchasing Division will complete the order on behalf of the user.

Budget Code

Please indicate the budget code(s) for your department: _____

Default account codes will be pre-assigned: **1201 - Classroom Supplies & 1202 - Office Supplies.**

These accounts can be adjusted at the time goods are received by signing the packing slip, hand writing the code beside each item and forwarding to Accounts Payable (A291).

Authorization

It is the responsibility of the Signing Authority to monitor and approve expenditures. The User identified above is authorized to approve expenditures on behalf of the following department: _____

Signing Authority Name: _____

Signature: _____

Date: _____ MM / DD / YYYY

Send the completed form to: purchasing@ufv.ca | Abbotsford Campus A291