

## STAPLES

Below is the link that is required to register your department Procurement Card for purchases at the **Staples local retail store**. After registration is complete, you should receive a confirmation *before* using the Procurement Card at the local retail store. Once the confirmation has been received, the sales tax should be automatically deducted upon checkout.

### Staples Contract Card Registration

#### [Register Card](#)

**Register your credit card today for discounted purchases in a Staples Retail Store located in any of the 48 contiguous states.**

Please click on the Register Card button to access the on-line registration form.

Welcome to the Staples Procurement Card Registration Program. This e-mail provides you with access to the Procurement Card registration form. Once you have successfully completed the registration, you will receive an e-mail confirmation that your card has been activated. All purchases will reflect your discount pricing on the following business days.

If the button does not work, please cut and paste this URL

<https://contractservices.staples.com/CustomerSetupExtWeb/pcardReg.faces?campaignId=3365>

into your internet browser to access the form.

Using your Registered Procurement Card makes purchasing supplies easy:

- Provides an immediate solution for emergency purchases.
- Registered cards can be used in any Staples Retail Store located in any of the 48 contiguous states.
- You will receive your company's negotiated price or the store price, whichever is lower.