How to:

Use the ODUS Credit Card
Step 1: Make an appointment on the ODUS WASE calendar

- Include purpose of appointment, your group’s name and department number, a description of your intended purchase, and an estimated cost in the purpose field of the appointment.
- Note that appointments must be made at least 4 hours in advance. We are unable to accept walk-ins.
Step 2: Come to our office!

We are located at: 313 Morrison Hall

1. Appointments blocks are 15 minutes
   a. If you are purchasing a large number of items (such as costumes or party supplies), make sure that you have prepared a concrete list of items to purchase and/or you have already created and saved a shopping cart on the website(s) you intend to use.
   b. When purchasing items from Amazon students should do their shopping prior to their scheduled WASE appointment and send a wishlist to the ODUS Amazon prime account.
   c. If you exceed your allotted time, we will ask that you schedule another appointment at a later date/time.

2. Because of space limitations in our office, a maximum of 2 group members may attend the appointment.
Step 3: Make your purchase(s)

- Check in at the ODUS front desk.
- If you are making your purchase over the phone, use your cellphone to call the vendor and place your order.
- If you are making your purchase online, use the ODUS computer or tablet to order your item(s).
Step 4: Receipts for purchases

All receipts for purchases made using the ODUS credit card must be sent to odusinfo@princeton.edu as soon as the receipt is available or no later than:

- For purchases over the phone, by the Monday following your event.
- For online purchases, before you leave the ODUS office.