

Weekly Invoices
Procedures Manual
rev. 8/12/09

Every Wednesday, the Acquisitions Unit prepares invoices for the Business Office. The Business Office then issues checks for vendors from where we receive books. Retrieve both invoices and vouchers from the Invoices & Vouchers folder on the shelf. There are two piles of the invoices and vouchers. One pile consists of **Voucher/Check Requests** and **original Invoices** received from the vendor. The other pile consists of **Invoice copies**. The first pile is signed and dated by the Acquisitions Librarian in the Phone, Fax, and E-mail area in the right lower corner of the request and passed on to the Librarian Office. The librarian has to approve and sign the requests and send them to the Business Office. Only the Librarian signs the Voucher/Check Request, if the amount of the invoice is over \$2,000.

The invoice copies are given to Doris Kammradt. After she is done looking at them, she hands them back to the Acquisitions Librarian. The Acquisitions Librarian files them in the appropriate folders according to the vendors in alphabetical order.

The Acquisitions Librarian also counts the number of the invoices and tallies up the amount of the Voucher/Check Request for the week. He/she writes up the information and sends to Doris Kammradt in an e-mail.

Voucher/Check Request

The following amount should be paid to the indicated vendor for the listed invoice which apply to the displayed Purchase Orders.

Yankee Book Peddler
YBP Library Services
P.O. Box 277991
Atlanta, GA 30384-7991

247

Vendor Institution ID

Voucher ID: 9102 Invoice Number: 683608
Currency: U.S. Dollar Invoice Date: 4/16/2009
Invoice Total: 66.45

Fund: 625100-1100-61000-3110000

Purchase Order Number 11108

P.O. Date: 4/6/2009

Line Item	Item Title	Line Item Amount
1	Who will write our history? : rediscovering a hidden archive from the Warsaw Ghetto / Samuel D. Kassow.	14.24
2	Who will write our history? : rediscovering a hidden archive from the Warsaw Ghetto / Samuel D. Kassow.	14.24

Other Charges:

11/30/1999

*	shipping charge	0.17
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Fund Total: 28.65

Fund: 625100-3200-61000-3043001

Purchase Order Number 11129

P.O. Date: 4/14/2009

Line Item	Item Title	Line Item Amount
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Other Charges:

11/30/1999

*	shipping charge	0.17
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Fund Total: 28.65

Fund: 625100-3200-61000-3043001

Purchase Order Number 11129

P.O. Date: 4/14/2009

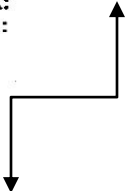
Line Item	Item Title	Line Item Amount
2	Wisdom of birds : an illustrated history of ornithology / Tim Birkhead.	37.80

Fund Total: 37.80

ACQUISITIONS
Trinity College Library
Trinity College Library
300 Summit Street
Hartford, CT 06106 USA

Phone:
FAX:
E-Mail:

(signature and date area)



invoice

255400

lindsayandcroft

Lindsay and Croft Booksellers
 Unit B, Bicester Park
 Charbridge Way, Bicester
 Oxfordshire OX26 4ST UK
 Tel: +44 (0)1869 363599
 Fax: +44 (0)1869 363590

POSTED
 4/24/09

Yankee Book Peddler Ltd. trading as Lindsay and Croft
 Registered in England No. 3240151 VAT Reg. No. GB 723 5908 29

BILL TO:

TRINITY COLLEGE
 LIBRARY
 ORDER DEPARTMENT
 300 SUMMIT STREET
 HARTFORD USA, CT 06106

SHIP TO:

TRINITY COLLEGE
 LIBRARY
 ORDER DEPARTMENT
 300 SUMMIT STREET
 HARTFORD USA, CT 06106

Customer PO: FIRM ORDER

NET 60	PL = 4119	CURRENCY = USD	CONVERSION RATE = 1.5832467780	15-Apr-2009	331060	Page: 1
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Qty	PO Number Title Series Statement	Author	ISBN	List	Discount	Price Volume	Total
			Fund Code		Class		
1		HARTLEY, JENNY. CHARLES DICKENS AND THE HOUSE OF FALLEN WOMEN.	0413776433	28.48	0%	28.48	28.48
			M-EGL		PR		
1		GLENNY, MISHA. MCMAFIA: SERIOUSLY ORGANISED CRIME.	0099481251	14.23	0%	14.23	14.23
			M-SOC		HV		
1		WILSON, A.N., 1950- OUR TIMES.	0091796717	39.58	0%	39.58	39.58
			M-HIS		DA		
1		FOX, ROBIN LANE. TRAVELLING HEROES: GREEKS AND THEIR MYTHS IN THE EPIC AGE OF HOMER.	0713999802	47.50	0%	47.50	47.50
			M-HIS		DF		

CIRKES BIKERS AND THE HOUSE OF TALEN WOMEN.		M-EGL	PR			
1	GLENNY, MISHA. MCMAFIA: SERIOUSLY ORGANISED CRIME.	0099481251	14.23	0%	14.23	14.23
WILSON, A.N., 1950- OUR TIMES.		M-SOC	HV			
1		0091796717	39.58	0%	39.58	39.58
FOX, ROBIN LANE. TRAVELLING HEROES: GREEKS AND THEIR MYTHS IN THE EPIC AGE OF HOMER.		M-HIS	DA			
1		0713999802	47.50	0%	47.50	47.50
		M-HIS	DF			

QUANTITY SHIPPED: 4

SUBTOTAL:	129.79
FREIGHT:	12.63
TOTAL INVOICE:	142.42 USD