

When placing orders online, use the “Ordering Parts” information sheet in the manila folder underneath the accounting box in room 317 to obtain user names and passwords for frequently visited websites, credit card information, and the shipping/billing address. Remember to list Kristina Lynch as the “Attn.” (the individual who should be notified at the arrival of the order) and check that the contact email address, 317ordering@dartmouth.edu, is listed correctly.

Shipping Address:

Kristina Lynch
Dartmouth College
6127 Physics Dept.
102 Wilder Laboratory
Hanover, NH 03755

A purchasing order or “white paper,” which can be found in the filing cabinet in room 317, must be filled out with each order. The default account is the Lynch IRR – electronic supplies account. On the second line, write the account number and name of the account that should receive the charge; if the entirety of the charge should be put on the account, write 100%. Write the subtotal of the order in the appropriate line; the S/H cost and Total cost can be filled in once the order arrives and shipping costs are known.

Make a photocopy of the white paper to keep in room 317. Print two copies of the invoice or online receipt for the order and attach it to both copies of the white paper. Put the original white paper in Judy Lowell’s mailbox in the Physics Department office. Put the other copy in the accounting box in room 317. Receipts, packing lists, and other documents that arrive for the order should be attached to the white paper in room 317 as they arrive. Once the invoice arrives, two photocopies should be made, and put in the mailboxes of Judy Lowell and Jean Blandin in the Physics Department office. The original invoice should be attached to the white paper in room 317.

When orders come in, be sure to update the inventory file on the PC in room 317.

When the Commercial Card Statement (blue sheet) arrives find the purchasing order (white paper) that corresponds to each transaction listed on the statement. These are located in the accounting box in room 317. Highlight the heading of each transaction detail (bold) and the charges made in blue and place a blue mark in the “Notes” box on the corresponding white papers. There should be a white paper for each of the credit card transactions listed. When the Dartmouth College Accounting System Report arrives, find the purchasing orders that correspond to the entries regarding credit card transactions. Highlight the credit card transactions and the charge amount in green and place a green mark in the “Notes” box on the corresponding white papers. Each white paper should eventually be marked with both blue and green.

At the end of each month, the accounting paper work can be filed in a new folder for that month in the filing cabinet in room 317.