CASALINI – NEW PROCEDURES

EDI INVOICES

There are 3 accounts of Casalini Approvals (PAP0).

Fine Arts/PAPO40L – These are the same as before – Hannah Bennett will designate fund code on the invoice and sign; Postcat will send invoice to Acq after review.

Portuguese/PAPO40E - are the same as before – Joe Holub will designate fund code on the invoice (if applicable) and sign; Postcat will send invoice to Acq after review.

PAP040B/Main – Invoices will be sent to Acq and marked in book as soon as the books are placed on approval shelves.

Postcat will continue to source books and place books on shelves in fund code order.

All books still get checked off when open boxes.

March 14, 2018