

## **CHEMISTRY DEPARTMENT ORDERING INSTRUCTIONS FOR STAFF**

### **When placing an order on a P-card:**

1. Download the department ordering form
2. Fill out the form with the appropriate product information and pricing to place the order.
3. Check the appropriate box indicating the type of account that will fund the purchase.
4. Fill out the account information (chartstring) at the bottom of the ordering form in the space provided.
5. Indicate any special instructions for storage or shipping of the order.
6. Place the order with a P-card.
  - Make sure to change the account number in “payment” if appropriate to bill the proper account.
7. Make two copies of the order form. One goes to Makell for billing, the other form goes to the stockroom for package tracking.

### **When placing a P-card order for a faculty member's State Account:**

1. Faculty will fill out the order form.
2. Place the order with a P-card.
  - Make sure to change the account number in “payment” if appropriate to bill the proper account.
3. Make two copies of the order form. One goes to Makell for billing, the other form goes to the stockroom for package tracking.