



Acquisitions Options

Library: _____ Date: _____

Contact: _____ E-Mail: _____

Phone: _____ Ext. _____

Return to: SWAN Member Services

___ Original Request ___ Change Request

- 1) Warn if fund reaches what percent of budget _____
- 2) Discount Eprice: rate determined by vendor/fund Vendor Fund No Discount
- 3) Library subject to sales tax Yes No
- 4) Library subject to use tax Yes No
If yes, rate: _____
- 5) Combine receiving and invoice entry Yes No
- 6) Key both list price and net price on invoice Yes No
- 7) Indicate in TLOC that P.O. requested Yes No
- 8) Estimated price on P.O. is per copy or total all copies Per copy Total
- 9) Divide funds into subfunds based on ORD Type Yes No
- 10) Fund activity report shows YTD appropriation history Yes No
- 11) Library uses foreign currencies Yes No
- 12) Invoice total on invoice register in local and foreign currency Yes No N/A
- 13) Allow payments made before what date to be deleted Date: 1-98
- 14) Allow edit of payment field in order record Yes No

- 15) Claims/cancellations printing format Standard Claim Form-Laser, Landscape
Standard Claim From-Tractor
Standard Form-Non-Latin characters
Single Title-Portrait

- 16) POs printing format Multi Titles/One Form-8 ½ x 11, Portrait
Standard PO Form-Laser, Landscape
Standard PO Form-Tractor
Standard PO Form-Non-Latin Characters
Single Title-Portrait

- 17) Fields to print on purchase order form field tags: System Default

- 18) Fields to print on Claim form field tags: System Default

- 19) Claim E-mail information field tags: _____

- 20) Order e-mail information _____

- 21) Initialize scope to funds No

- 22) Initialize scope to locations Yes

- 23) Pending tag p

- 24) Selector tag s

- 25) Fiscal year closing Method 1 Method 2 Method 3

- 26) If you chose fiscal close method 2, choose one of the following:
Auto/copy Auto/transfer Manual

- 27) Fiscal year start date _____

Accounting unit number: _____

For SWAN staff use:	
Date received: _____	III Setup By & date: _____
Checked By & date: _____	Lib notified By & date: _____