

MAGAZINE ORDERS

JOBBER: All magazine orders, both new and renewal, should be placed through the contract jobber, unless the contract jobber does not carry the title desired.

RENEWALS: A renewal list will be sent to each school several months before the subscriptions are to be renewed. This will include a list of all of the subscriptions presently on order, their renewal dates, and current prices before discount. A "Renewal List" is a merged, alphabetical listing of all titles which are presently on order for a particular library. All prices are subject to change by publishers and should be used only for budgeting and estimating purposes.

ORDER PROCEDURE/CONTRACT JOBBER:

1. ADDITIONS

New titles may be added at the end of the printed list or by attaching a list of additions. Indicate term desired, start date, quantity desired, and if it is a new title or a renewal of a subscription previously purchased through another service.

2. DELETIONS

Draw a line through the title you wish to delete. Write "delete" next to the title. Do not draw a line through the title number.

3. CHANGES

Any term, start date, or quantity may be changed by drawing a line through the incorrect information and writing in the correct information. Titles listed as "noncancellable" may only be changed during renewal period.

Please check and update the "ship to" address on the Renewal List, if necessary. "Ship to" should be the local school. Attach the corrected Renewal List to a Vendor Requisition, using **956400001** as the Item Number and **531** as the object. (Please act quickly since service may lapse if your order is not received promptly by the jobber).

The resulting invoice will reflect the total, including the discount, and will be forwarded by Accounting to your school for approval to pay. Because of publishers' increases, supplementary invoices may be issued and sent directly to the school by the contract jobber. Supplementary Invoices should be paid with a check request and returned to Accounts Payable. A carrying charge will be added if invoices are not paid in a timely manner.

ORDER PROCEDURE/DIRECT VENDOR: Magazines which must be ordered directly from the publishers require separate Vendor Requisitions.