

Book Purchasing Checklist

Use this tool in correlation with the Purchasing section of the Campus Librarian Handbook.

STEP 1: SELECT BOOKS within your online account

- ☐ Share the items you wish to purchase from your Master Account with the Secondary accounts.
- ☐ Print out FAMIS instructions from the appropriate vendor and fill out relevant information.
- ☐ Share this document with purchasing officer at the appropriate school(s)

STEP 2: EMAIL purchasing office to begin the process of getting a PO number. This email should include:

- ☐ The appropriate school NAME
- ☐ School ADDRESS
- ☐ "Ship To" address, using your name and library name to ensure you get your books.
- ☐ Book list (i.e., Titlewave) or the invoice that has the list of whatever it is being ordered
 - ☐ *If using Titlewave, you must print out your list.*

STEP 3: CONTACT VENDOR to Place Order

- ☐ **Send a Fax to Vendor**
 - ☐ **Purchase Order** number included
 - ☐ **Account number** of the purchasing school included
- ☐ **Send an Email to your representative at the vendor**
 - ☐ **Subject line:** "[your customer number]", "[your purchase order number]", and "PLEASE PLACE ORDER"
 - ☐ **Body of Email**
 - ☐ Purchase Order Number
 - ☐ Your Customer Number
 - ☐ Your Order.
 - ☐ **Attached to email:**
 - ☐ Share a screenshot, scan, or photo of the book list **from the account that you ordered from** with your rep.
- ☐ Double check that your order will be shipped to the LIBRARY