SUBMITTING YOUR ORDER

DEPARTMENTAL PRICING AND PAYMENT

<table>
<thead>
<tr>
<th>Poster Size</th>
<th>Paper Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 36” x 60”</td>
<td>Bond, Vellum</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Semi-Gloss Photo, Matte Film, or Photo Matte</td>
<td>$40</td>
</tr>
</tbody>
</table>

To pay the DOL, please initiate an IT: Interdepartmental Order online (link below). If you are unfamiliar with this process, your department administrator or accountant should be able to assist you. Brief instructions are below.

Log into [https://bpm2012.tulane.edu/Metastorm/login.aspx](https://bpm2012.tulane.edu/Metastorm/login.aspx), using your Tulane SSO login and password. For the Service Department to be Credited, choose DOL/CNC Labs [35110]. In the Short Subject field, please put your Department Name and Faculty Name. In the Reference/Justification field, please indicate the number of posters and paper type desired. Including your DOL order confirmation number is also helpful. For Account, enter the Tulane account number to be charged; for Natural Account, please use a Recharge code (88XX) – for example, 8812, Recharge-Services. For Line Description, please enter your Department Name and Faculty Name. If you know the cost of your job you can enter it in the Debit field, otherwise you can leave this blank. You will then choose Submit Order. The form will route to the appropriate approver in your department and then to the DOL.

The individual picking up the poster will need to bring a copy of the IT to the DOL staff.
Interdepartmental Order Form Summary

ID#: I-026498

Effective Date: Tue, Dec 20, 2016
Prepared By: rstead 314-2323
Expenditure Date:
Category: INTERDEPARTMENTAL ORDER

Order Information

Department to be Charged: CELL AND MOLECULAR BIOLOGY (3641)
Department to be Credited: DOL/CNC Labs (35110)

Received By:
Delivered By:

Description:

Short Subject: Cell & Molecular Biology - Chen

Reference / Justification:
1 poster on bond ($15 ea) and 2 posters on semi-gloss ($40 ea) for Dr. YiPing Chen, Cell and Molecular Biology department. DOL order #318831703.

Ledger Sums

Total Debits: $95.00
Total Credits: $0.00

General Ledger Journal

<table>
<thead>
<tr>
<th>Account</th>
<th>Nat Acct</th>
<th>Dept Use</th>
<th>Activity Date</th>
<th>Line Description</th>
<th>Debit</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>211000</td>
<td>8812</td>
<td>0000</td>
<td>12/20/2016</td>
<td>3 posters for Chen - CMB</td>
<td>$95.00</td>
<td>$0.00</td>
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Grants Management Journal

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<th>Award</th>
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<th>Comment</th>
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https://bpm2012.tulane.edu/Metastorm/eFolder.aspx?FolderID=09000000000000000000000...