

Demo/EX 7: Create PO with "Multiple" Account Assignment

Memorandum

To: C. Fistrain, Business Officer
Dept of Italian Studies

From: Professor D. Cook
Dept of Italian Studies
256 McCaul St, rm 103

Date: August 24, 2017

Re: New Projector Purchase

I have entered into an agreement to purchase a new projector for seminars to be used by both the Chair's Office and Student Services.

The cost of the projector will be split between the two departments.

Please charge: 50% Chair's Office (**FC 119819 / CC 11041**)
50% Student Services accounts (**FC 119820 / CC 11042**)

I have contacted three companies to get quotes and have decided to go with **Grand & Work**.

**Item: Troy 6-System Multi-use projector 555 @ \$5,050.00
(excluding taxes)**

Expected Delivery Date: Thursday, September 7, 2017

The **contact** at Grand & Work is **Sherry Newlands** and she can be reached at **416-787-2233**.

Thank you

Professor D. Cook

HINT: Material Group Description = Audio Visual

G/L Account Long Text = Equipment: Audio/Visual: Purchase