

Demo/EX 6: Create Workflow PO with “Multiple” Account Assignment

Memorandum

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

From: Professor D. Cook
Department of Anthropology
3359 Mississauga Road
HSC304

Date: July 18, 2019

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 123456 / CC 11041**)

50% Student Services accounts (**FC 100654/ 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: Tuesday, July 2, 2019

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