

# Split invoice procedures for invoices containing serials/monograph series charges and monograph/continuations charges

Updated 1 October 2009

## 1. For splits originating in Serials Services:

- 1.a. Serials Services Staff create HOLLIS invoice and receive/pay for all serial and monograph series charges on invoice.
- 1.b. Serials Services Staff add the following information about the split invoice to the note field of "General Invoice/Tab 1": "split with *name of language division*"/total amount not paid by Serial Services
- 1.c. Serials Services delivers monograph/continuation materials to the appropriate place for each Language Division, along with the **ORIGINAL INVOICE** (not copy). Serials Services Staff will continue to fill out a split-invoice flag including: Serials Services as sender, name of Language Division as receiver, date processed, initials of processor and Hollis invoice number.
- 1.d. Language Division Staff receive and pay for monograph/continuation materials, complete invoice in HOLLIS, and send original completed invoice to Book Accounts.

## 2. For splits originating in Language Divisions at 625:

- 2.a. Language Division Staff create HOLLIS invoice and receive/pay for all monograph/continuation charges on invoice.
- 2.b. Language Division Staff add the following information about the split invoice to the note field of "General Invoice/Tab 1": "split with Serials Services"/total amount not paid by Language Division.
- 2.c. Language Division Staff delivers serial/mono series materials (including titles which will be analyzed) to the Serials Services Split Invoice shelf, along with the **ORIGINAL INVOICE** (not copy). Language Division Staff will continue to fill out a split-invoice flag including: *name of language division* as sender, Serials Services as receiver, date processed, initials of processor and Hollis invoice number.
- 2.d. Serials Services Staff receive and pay for serial and monograph series charges on invoice, complete invoice in HOLLIS, and send original completed invoice to Book Accounts.