



## Latulippe Research Group

### *Credit Card Purchasing Instructions*

#### Introduction

The Latulippe Research Group credit card can be used to purchase research-related lab and office supplies, available at online store, for example, McMaster-Carr, VWR, Sigma-Aldrich and Fisher Scientific. The card itself can be borrowed from Dr. Latulippe when required. Orders exceeding \$500 CAD require permission from Dr. Latulippe. The group credit card **cannot** be used for travel fees, conference or personal expenses. **Conference and travel expenses are managed separately** using the chemical engineering administrative office, either through Kristina Trollip (Administrator, by her discretion) or by personal credit card to be later reimbursed. If travel expenses are charged to Kristina's credit card, the appropriate Chartfield string must be provided for card reconciliation later. The group credit card is not for use at McMaster University supply stores such as the one located in the hospital and ABB. Campus purchases go through a separate system using the Research Account Number (Chartfield) and student number of the individual.

It is important to use the available Purchasing Log to keep track of purchases, so that there is accountability for orders, a record of when items are received and to later reconcile the invoices appearing on the credit card bill.

#### Relevant Links

- A) Google Spreadsheet (Request Access) – “Purchasing Log for Latulippe Group”
- B) Google Drive Folder (Request Access) – “Purchasing Paperwork for Latulippe Group”

#### Group Credit Card Instructions

1. Prior to making a purchase, ensure the item is not already available (inquire with lab mates) or if only a small quantity is required, check with another lab group if they are able to share the required amount. If it is not available,

ensure that the item is not already on order by another lab member (by checking open orders in Link A) to avoid redundant purchases.

2. Ask permission from Dr. Latulippe for orders exceeding \$500 CAD.
3. Discounts may be available at some stores (Eppendorf, VWR, etc.) by using the log-in details summarized within the spreadsheet tab “Info for on-line purchasing” (Link A) or by using an account number. **Log-on to receive McMaster discounted pricing for common suppliers, as prices can be 70% lower than the listed regular price (see Figure 1).** Discounts may also be offered if the company is contacted directly. Check with fellow lab members to combine orders when possible (*i.e.* consolidate Sigma-Aldrich), to reduce the number of total invoices and potentially save on shipping costs.

VWR® Tri-Pour® Graduated Disposable Beakers, Polypropylene  
Supplier: VWR International



Transparent polypropylene beaker with three pouring lips for dripless dispensing.

- ▶ Polypropylene construction
- ▶ Transparent
- ▶ Graduated markings
- ▶ Disposable design

Graduated, with accuracy of ±5%. May also be used for measuring. Resistant to strong acids and bases, organic solvents, and commonly used laboratory reagents. Write-on cardboard caps ensure spillproof, leak-resistant closure.

Capacity	VWR Catalog Number	Unit	Price
100 mL (3.4 oz.)	25384-152	Case of 100	\$160.52

Logged in as latulid@mcmaster.ca / Log Out

Capacity	VWR Catalog Number	Unit	Availability	Your Price
100 mL (3.4 oz.)	25384-152	Case of 100	In Stock	\$48.16

**Figure 1.** VWR regular pricing versus pricing (green) versus using Latulippe Group log-in information (red). Logging on in this case, saves 70%.

4. Make the order using the credit card information provided. Do not share the card number or security code (CVV) over email due to security concerns. General non-chemical orders can be shipped directly to the department; include the recipient’s name and chemical engineering office room number (JHE 374, see shipping addresses below). This ensures delivery to the correct individual and reduces the number of misplaced packages. **All chemical orders are to be shipped to Central Campus Receiving**, so they can be barcoded and entered into the McMaster Chemical Inventory System

(HECHMET). This address should include the laboratory room number (JHE 364) and recipient name, so the package can be routed directly after inventory.

### General Orders

[Recipient's Name]  
McMaster University  
1280 Main Street West  
(John Hodgins Engineering Building/JHE  
Room 374)  
Hamilton, Ontario, Canada  
L8S 4L7

OR

ATTN: [Recipient's Name], JHE 374  
McMaster University  
1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L7

### Chemical Orders

[Recipient's Name]  
c/o General Receiving West Campus  
McMaster University  
1280 Main Street West  
(John Hodgins Engineering Building/JHE Room 364)  
Hamilton, ON L8S 4L7  
ATTN: Chemicals

Purchase orders from foreign countries: if the order requires clearance from customs, it is good practice to notify John Bentley ([customs@mcmaster.ca](mailto:customs@mcmaster.ca)) to avoid delay.

5. Update the purchasing log (Link A) on the "Company Purchases" tab. Fill in all applicable fields, the "Order Number", "Company" and "Ordered By" fields are especially important to maintain accountability for orders. Note: this step is also applicable to items purchased at McMaster University (*i.e.* at Chem Stores, HSC store, or The Campus Store). Instead, fill in the information (name, date, research account number, location, transaction number, etc.) in the "McMaster Purchases" tab (Link A).

Ordered by (LAST, FIRST)	Date ordered (MM/DD/YYYY)	Chartfield String (WW-XXXXXX-YYYYY-ZZZZZZZZ)	ORF Grant	Company	Comments
LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific	Large lab order part 1
LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific	Large lab order part 2
LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific	Large lab order part 3
LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific	Large lab order part 4
LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific	Large lab order part 4
Pazouki, Reza	05/10/2018	55-600001-10117-20005893		Cole-Parmer	Membrane holder/Luer to thread adapter
Pazouki, Reza	05/11/2018	55-600001-10117-20005893		IDEX	Fingertight Ferrule

  

Order #	Reference #	Invoice #	Confirmation #	Currency	Total	Date received (MM/DD/YYYY)	Received by (Last, First)
17T237815		17390335E		CAD	\$225.44		Westhaver, Kurt
17T237834		17390339E		CAD	\$225.44		Westhaver, Kurt
17T254072		17405222E		CAD	\$225.44		Westhaver, Kurt

**Figure 2.** The Purchase Log is available on Google Drive; the “Company Purchases” tab is shown here. Highlighted fields are required to be filled upon order creation.

- Upon receipt of a **complete invoice** from the supplier, upload a PDF copy to the appropriate month folder in “Purchasing Paperwork for Latulippe Group” (Link B). Often the company must be requested to send a complete invoice, including shipping and other miscellaneous fees, which may not match an invoice sent immediately after placing the order. The naming convention for the invoice PDF follows “MMDD-Supplier” format. Also, update Link A with the invoice number. In the case the order is charged in multiple invoices (possible when multiple items ordered and shipped separately), upload all invoice PDFs to Link B. Split the corresponding purchase order entry in Link A into the number of invoices and fill fields with matching invoice amounts. This is so the Purchase Log matches with the individual charges on the credit card bill.<sup>1</sup>
- Once the credit card bill is received at the end of the billing, an email will be sent out with numbered charges on the Bank Statement. Update the purchase order entry in Link A with the corresponding bank statement line number (see below). Charges on the statement should exactly match each invoice amount in Link A.

<sup>1</sup> Fisher Scientific, and to some degree Sigma-Aldrich, are notorious for doing this. Be sure to upload the individual invoices—not the aggregate invoice—for purchase orders that are split into multiple orders by the company.

Row number on Bank Statement	Ordered by (LAST, FIRST)	Date ordered (MM/DD/YYYY)	Chartfield String (WW-XXXXXX-YYYYY-ZZZZZZZZ)	ORF Grant	Company
1	Wright, Evan	30/04/2018	55-600001-10117-20005893		Graphtec
3	LaRue, Ryan	05/01/2018	55-600001-10117-20009554		Sterilitech
2	LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific
4	LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific
5	LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific
6	LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific
7	LaRue, Ryan	04/30/2018	55-600001-10117-20009619		Fisher Scientific
11	Pazouki, Reza	05/10/2018	55-600001-10117-20005893		Cole-Parmer
14	Pazouki, Reza	05/11/2018	55-600001-10117-20005893		IDEX

**Figure 3.** Update the highlighted field with corresponding Bank Statement number at the end of the billing cycle. Also note the five consecutive orders placed by Ryan LaRue to Fisher Scientific. This is an example of where the company split a single order into multiple orders with multiple invoices, and subsequently charged the lab credit card five different times.

- Once the order is delivered and received, update the “Received By” and “Date Received” (mm-dd-yyyy) columns in the Purchase Log. Fill in any other applicable columns as needed. The company may ship a complete invoice with the product. This can be scanned (photographed) and uploaded to the Drive. Keep this invoice for your records.

## Appendix A: Common Approved General Lab Suppliers

<i>Company</i>	<i>Materials</i>
Sigma-Aldrich (Millipore-Sigma)	Chemicals
VWR	Miscellaneous labware Gloves Pipette tips, Falcon tubes, glassware
FisherSci	Chemicals Lab equipment, glassware Miscellaneous labware
McMaster-Carr	Valves, fittings, pipes, etc. Instrumentation Raw materials (aluminum, acrylic, etc.) Industrial hardware
Sterlitech	Membranes and membrane equipment
Cole-Parmer	Lab equipment Tygon tubing, fittings, valves Instrumentation
Omega	Instrumentation