

INVOICE/SHIPPING FORM H-55

INSTRUCTIONS

The H-55 Invoice/Shipping Form should be used when an order for materials or services is received at Headquarters. The person receiving the request at Headquarters will initiate the H-55 Form.

There are four sections which require action from various people as the form progresses through the office and the material is shipped.

The following steps should be taken in the preparation of the Invoice/Shipping Form H-55:

- A. **SHIP TO:** This box should contain the name of the individual or Local to whom the material is to be shipped.
- B. **I.D./S.S. Number:** The Local number should be inserted here if the material is being shipped to a Local. Otherwise, this field should be left blank and the Accounting Department will assign the appropriate number.
- C. **Ordered By:** The name of the person that placed the order should be typed here.
- D. **Date Order Was Received:** The date the order was received should be entered here.
- E. **How Order Was Received:** Please check one of the following to indicate how the order was received: Telephone, Fax, Mail or Other.
- F. **Mail Invoice:** Indicate (by checking YES or NO) whether or not an invoice should be mailed.
- G. **Payment Received:** If payment was received with the order, please indicate what type of payment by writing the amount received in the appropriate field (check, money order, cash).

Also, if a check was received for payment, the check number should be entered in the check number field.

If the payment was received with the order, then the check, money order or cash **must** be forwarded **immediately** to the appropriate clerk within the Facilities Services Department to be logged in to the Cash Receipt system.

- H. **Charge to Budget Cost Center:** If the shipment is to be charged to a budget account, the cost center should be entered in this field. (For example, if charged to the District 1 budget, enter 001-00000.)
- I. **Prepared by:** The name of the person preparing the H-55 Form should be typed on this line.
- J. **Quantity/Description/Cost:** The quantity ordered, item description, per unit price and total for each type of item ordered should be entered here.

Once the above information has been provided, the last copy (gold) should be detached and the remaining copies forwarded to the Facilities Services Department.

If the form is initiated within the Facilities Services Department, pass the form on to the appropriate person to provide the information requested in Sections K through M (see below).

Sections K through M should be completed in the Facilities Services Department:

K. Date Shipped: The date that the material is shipped should be entered in this field.

L. Via: The mode of shipment should be entered in this area (i.e., UPS, FedEx, etc.)

M. Postage: Enter the amount of the postage or shipping costs here.

At this point, the pink copy should be removed and retained for the records of the Facilities Services Department.

The stock section of Facilities Services should box the material and forward the package along with the H-55 Form to the mail section.

If we are unable to fill the entire order, it must be reflected in the REMARKS column of the H-55 Form. Prior to sending an order to the mailing section for shipment, a new H-55 form should be prepared by the stock section for any items that must be placed on back order.

The gold copy of the **new** form should be attached to the pink copy of the **original** form in a "BACK ORDER" file to be used for follow-up.

The mail section should provide the date sent, mode of shipment and postage amount. The original copy (white) of the H-55 should be used as the shipping label and the remaining copies of the form must be forwarded to the Accounting Department immediately following the shipment of the materials.

The blue, green and yellow copies of the H-55 Form are to be given to the Billings clerk in the Accounting Department so that the following steps may be taken:

I.D. Number (B): The I.D. field must be filled in if the invoice should be charged to an individual or outside vendor. For individuals, their social security number will be used; for vendors, a vendor number must be assigned by the Accounts Payable department if a number does not already exist.

Total: A total should be taken of all charges (including postage). If the notation "N/C" appears in the REMARKS field, then those items **should not** be included in the total. Also, if the Local pays at the time the order is placed, there will be **no charge** for postage.

Invoice Number: The invoice should then be entered into the Accounts Receivable system and a number will be assigned automatically by the system. This number should be entered into the invoice number field.

Invoice Date: The date that the invoice is entered into the Accounts Receivable system should be entered in this field.

If the H-55 Form is used as a billing, the green copy should be mailed to the purchaser. The yellow copy should be maintained in invoice number order for the Accounting Department files.

The buff copies should be held for the entire month of processing within the Accounting Department and then forwarded together in a folder to the Membership Dues Department. This is done in the event that the payment from Locals is not received within the sixty-day period and, therefore, will be automatically deducted from their dues remittance checks.

DISTRICT/INTERNATIONAL TRANSMITTAL & ACKNOWLEDGEMENT

The attached sample of Form MLO-104 is for the use of the District and International in transmitting and acknowledging receipt of various Local compliance forms.

This form is provided in three-ply copy: white, yellow and pink.

All information is to be completed using either ballpoint pen or typewriter.

In the upper right-hand corner, insert the current date.

Fill in the Local number and, under the "Sent" column, check off the items being transmitted.

The transmittal form is to be signed by the appropriate staff person.

Remove the pink copy and transmit the white and yellow copies to the International office.

Upon receipt, the International office will insert an acknowledgment date and check off the corresponding "Received" column.

The form will be signed in the name of the International Secretary-Treasurer and the yellow copy will be returned to you to replace your pink file copy.

Use a separate form for each Local.

Additional copies of this form may be obtained upon request to the International Secretary-Treasurer.

**Section 19.2A
International
(07/97)**

**FORM MLO-104
DISTRICT/INTERNATIONAL TRANSMITTAL &
ACKNOWLEDGMENT**