

BLOOMINGTON DROSOPHILA STOCK CENTER
INDIANA UNIVERSITY, DEPT OF BIOLOGY
1001 EAST THIRD STREET
BLOOMINGTON, IN 47408



INDIANA UNIVERSITY

DEPARTMENT OF BIOLOGY
Bloomington Drosophila Stock Center

DECEMBER 10, 2018
RE: POLICY CHANGES CONCERNING POMULTI ACCOUNTS

DEAR ACCOUNT OWNER, ACCOUNT DELEGATE, OR PURCHASING AGENT:

The Bloomington Drosophila Stock Center (BDSC) ships *Drosophila melanogaster* (fruit flies) worldwide for research and educational purposes. We are writing to alert you to policy changes we are making to our "POMulti" accounts (these are accounts that use a standing or blanket purchase order or its equivalent).

Our long-standing policy has been to invoice these accounts once annually. However, due to changes in IU financial policies, effective January 2019, we will invoice POMulti accounts every four weeks for any shipped, non-invoiced orders.

What this policy change means:

1. In the past, we allowed accounts to accrue charges that exceeded the stated dollar value of their active purchase order and would send a final statement with a review period that allowed a user to up fund, replace, or submit new purchase orders prior to invoicing. We will no longer send a final statement prior to invoicing, nor will we have a review period. Accounts in which invoiced orders exceed or equal the dollar value of the current PO must have a new PO on file in order to continue receiving shipments. No new orders will ship until we have a new or modified PO.
2. POs with a dollar limit must now have a minimum limit of at least \$200 for domestic accounts (within the USA) and \$400 for all foreign accounts. If no invoicing limit exists, please explicitly state "will pay as invoiced" on the PO document.
3. Accounts that currently ship against a signed promise-to-pay document, but which require a purchase order number on their invoice will need to send a purchase order for their account. We will no longer have a review period to receive the PO prior to invoicing, so we must have the PO on file if you require us to put the PO on the invoice document.

At the time of invoicing, we will send the account owner or their delegate an email notification if:

1. The account balance against the current PO has exceeded or is within \$100 dollars of the stated value of your PO;
2. The PO expiration date has expired or will expire during the next invoicing period;
3. A year has transpired or will transpire within the next invoicing period since receiving the current active PO. If your PO does not have an expiration date listed, we will require a written confirmation yearly that the PO is still valid.

For most customers, we expect these policy changes will have little or no consequence. However, the BDSC understands that these changes may have a substantial impact on some of our POMulti accounts. We offer multiple methods of payment so if these policy changes are not compatible with your institution's policies, please consider one of our other account types (see descriptions at <https://bdsc.indiana.edu/order-accounts/accounts/account-types.html>).

Answers for many frequently asked questions are found on our FAQ pages on our website. You may address further questions and concerns to one of the emails below. We thank you for your understanding and continued patronage as we adjust to comply with these new policies.

The BDSC Staff

General Email: flystock@indiana.edu
Financial questions: flyadmin@indiana.edu
POs only: flypurch@indiana.edu