

Cylinder Rental Charges

	Cylinders ordered in Shop@UW	Cylinders ordered in ShopUW+
Billing	<ul style="list-style-type: none"> MDS creates invoices in Great Plains against MD#s MDS uses a JET entry to bill the end-users' funding string on the 6th business day of each month 	<ul style="list-style-type: none"> We will direct bill the funding string used for the initial purchase of the gas, with the exception of the account code (account code will be hardcoded to 2360) ❖ Update: Cylinder rental cannot be split-funded. If your original gas purchase was split-funded, the funding string with the highest allocation will be used. If multiple funding strings are allocated equally, the first funding string listed will be used.
Timing of Billing	<ul style="list-style-type: none"> At the beginning of each new month for the previous month 	<ul style="list-style-type: none"> Same as Shop@UW
Reallocation	<ul style="list-style-type: none"> Invoices are available in PAT for reallocation by the end-user 	<ul style="list-style-type: none"> PAT will not be used; there will be no opportunity to reallocate cylinder rental charges before they are billed
Changing Default Funding String	N/A	<p>Use the *NEW* form:</p> <ul style="list-style-type: none"> You will need the cylinder barcode number and original PO# used to purchase the gas. Look for the barcode # on the cylinder or in the JET Invoice No column in WISER when looking at previous cylinder rental charges. To locate the form, navigate to the shopping cart icon on the left side of the page > Shopping > View Forms. Then navigate to the Madison Procurement forms.

If you have any questions, please contact Problem Solvers: uwsaproblemsolvers@uwsa.edu