Procedure for Purchasing Printing or Supplies

Academic Computing Services
Teachers College
Purchasing Printing or Supplies

Academic Computing Services has begun using a new procedure for purchasing printing and supplies in our labs.

WE NO LONGER ACCEPT CASH

Valid payment options include:
- CashNet (credit card) online payments
- Cash payments via Student Accounts
- Personal Checks
CashNet

• CashNet is the means by which students can purchase printing or supplies via debit or credit cards. The link to CashNet can be found on the Computing and Technology homepage on the Teachers College website, [http://www.tc.columbia.edu/computing](http://www.tc.columbia.edu/computing) as demonstrated in the next slide.
Cashnet
- Click here to pay for workshops, lab printing and supplies through Cashnet.
This is the CashNet login page.

Returning users login here.

New users can setup accounts.
This is the individual account page.

Individuals can browse for new “items” to purchase by clicking on the “browse catalog” link.
This is the catalog page, where students can purchase Printing or Supplies.
When printing is selected, individuals will see this page.
This page allows users to choose the amount of “units” (single side of a page) they would like to purchase.
This is the basket, where individuals can edit the items they would like to purchase or checkout.
This is the checkout page.

Individuals can save their information for future use here.
ALL RECEIPTS MUST BE PRINTED. There is a dedicated computer in each lab for CashNet.

This is a sample receipt. Once the amount has been added to the student’s account, the “completed” stamp should be applied and the receipt is kept in the cash box.
Cash Payment

Students can make cash payments at the Office of Student Accounts, room 133 Thompson Hall, between the hours of 9am and 6pm Monday – Thursday, and 9am and 5pm on Fridays. At all other times, students must use a different method.

Consultants must provide students with a cash payment slip to bring with them to Student Accounts. STUDENTS MUST BRING YELLOW AND PINK COPIES BACK TO LAB TO RECEIVE SUPPLIES OR PRINTING CREDIT.
Cash Payment

Cash payment for printing or supplies will be listed here.

Once the desired amount has been added to the student’s account or supplies are provided, stamp the yellow and pink copies “completed”, keep the pink copy, and return the yellow copy to the student.
Payment via Personal Check

• All personal checks can be accepted in the labs. Checks **MUST** be made payable to Teachers College. Checks made payable to cash are **NOT ACCEPTABLE**.

• Students **MUST** put their UNI in the memo field on the checks.

• **DO NOT USE CASH RECEIPTS FOR CHECKS.**