

**INTERDEPARTMENTAL INVOICE**

INVOICE NO.
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**Request/Approval for Goods/Services**

Forward Completed Copy To: \_\_\_\_\_

From: \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**FUND APPROVAL:** (Grant funds must be approved by Contracts & Grants Office)

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizer's Email \_\_\_\_\_

Item No.	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
<b>TOTAL</b>					

**Accounting Information**

Shaded Areas for Accounting Services Use Only

Transaction Date:	Document #:	Type:	Document Total (Hash):	Hash Check
		<b>JE16</b>		

COA	Credit Index/Fund	Account	Amount	D/C	Description / Invoice #
<b>G</b>				<b>C</b>	

NSF

COA	Debit Index/Fund	Account	Amount	D/C	Description / Invoice #
<b>G</b>				<b>D</b>	
↓				<b>D</b>	
↓				<b>D</b>	