

INTERDEPARTMENTAL INVOICE

INVOICE NO.

Request/Approval for Goods/Services

Forward Completed Copy To: _____

From: _____

DEPARTMENTAL APPROVAL:	
Authorized by _____	Date _____

Prepared by _____ Date _____

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

Accounting Information
Shaded Areas for Accounting Services Use Only

Transaction Date:		Type:	Document Total (Hash):
		JE16	

COA	Credit Index/Fund	Revenue Acct (3XXXXX)	Activity Code*	Amount	D/C	Description / Invoice #
G					C	
					C	
					C	

NSF

* If this transaction is/was related to the Coronavirus (COVID-19) pandemic, select "CORONA". Otherwise, select "None" in this field.

COA	Debit Index/Fund	Expense Acct (2XXXXX)	Activity Code*	Amount	D/C	Description / Invoice #
G					D	
					D	
					D	