

INTERDEPARTMENTAL INVOICE

W	INVOICE NO.
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**Forward First 3 Copies
Intact to To:**

Request/Approval for Goods/Services
TELEPHONE SERVICES

From: _____
 Department/School Campus Phone

Prepared by _____ Date _____

Email _____

Departmental Approval	
Authorized By _____	Date _____

Description	Material	Quantity	Unit Price	Extended Price
TOTAL				

Name to be assigned to new number: _____ Voice Mail: Y or N

Enter Accounts to be Charged:	Install Charges	
	Base Charges	

FGAJVCQ

ACCOUNTING INFORMATION

Transaction Date:	Document #:	Journal Type:	Document Hash Total:
		JE16	

COA	Debit Index/Fund	Account	Amount	D/C	Description
G		2 3 1 0 1 5		D	
↓				↓	

COA	Credit Index Fund	Account	Amount	D/C	Description
G		3 0 7 2 5 4		C	INSTALL
		3 0 7 2 5 2			VENDOR
		3 0 7 2 5 0			BASE
		3 0 7 2 5 9			EQUIPMENT
		3 0 7 2 5 7			VOICE MAIL
↓		3 0 7 4 0 4		↓	DATA ACTIV