OFFICE OF THE CONTROLLER POLICY 4 INTERDEPARTMENTAL INVOICES

The University of North Carolina at Greensboro

Approved by Steve Honeycutt, Interim AVC for Finance, July 1, 2021
Revised July 1, 2021

1. **Purpose**

   This policy outlines the University’s use of interdepartmental invoices.

2. **Scope**

   This policy applies to all University departments, units, and divisions.

3. **Definitions and Roles and Responsibilities**

   3.1 **Definition**

       Interdepartmental Invoice: a form to submit an invoice from one department to another campus department for goods and/or services.

4. **Policy**

   Interdepartmental Invoices must be utilized for all purchases of goods and/or services by any university department from any other university department. The Interdepartmental Invoice authorizes payment of the order; therefore, it is utilized as the authority to directly charge the cost of the purchase to the university fund stated on the form. Interdepartmental invoices representing reimbursement of expenditures must be deposited in the fund and account code where the original expense was incurred. There is no sales tax charged on sales between university departments. The University Bookstore and Food Service operations are contracted to private companies.

   The university department providing the goods and/or services is referred to as the campus vendor. Five campus vendors are responsible for most interdepartmental activity and likewise must supply their unique version of the Interdepartmental Invoice for campus use. These major campus vendors and their Interdepartmental Invoice forms are as follows:

   - Physical Plant | **BANFIN-59**
   - Telephone Service | **BANFIN-66**
   - University Bookstore | **BANFIN-60**
   - University Food Service | **BANFIN-69**
   - Motor Pool | **BANFIN-72A**
   - Campus vendors other than those listed above utilize the **BANFIN-33**, Interdepartmental Invoice. Refer to Office of the Controller Procedure 6 Petty Cash Fund Establishment for the procedures relative to the use and preparation of Interdepartmental Invoices.
Note
The Departmental Sales Invoice, BANFIN-35, is utilized by university departments to bill for the sale of goods and/or services to customers who are not departments within the University.

5. Compliance and Enforcement
The University Controller is responsible for ensuring compliance with this policy.

6. Additional Information
6.1 Supporting Documents
Departmental Sales Invoice BANFIN-35
Physical Plant BANFIN-59
Telephone Service BANFIN-66
University Bookstore BANFIN-60
University Food Service BANFIN-69
Motor Pool BANFIN-72A
Office of the Controller Procedure 6 Petty Cash Fund Establishment

6.2 Approval Authority
This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting
- Responsible Executive: Melissa Hoff, University Controller, (336)334-5795, mshoff@uncg.edu
- Responsible Administrator: Robin Jones, Accounts Payable Manager, (336)334-5740, r_jones5@uncg.edu