1. Purpose/Introduction

The purpose of this procedure is to outline the process for obtaining payment to a University department to another University department.

2. Definitions

Interdepartmental Invoice – A form to submit an invoice from one department to another campus department for goods and services.

3. Procedural Steps

Form BANFIN-33, Interdepartmental Invoice, must be utilized for all purchases of goods and/or services from any university department. The university department providing the goods and/or services is referred to as the campus vendor. Seven campus vendors are responsible for most interdepartmental activity and likewise must supply their own version of the Interdepartmental Invoice for campus use. These major campus vendors and their forms are listed below:

- Physical Plant | BANFIN-59
- Telephone Service | BANFIN-66
- University Bookstore | BANFIN-60
- University Food Service | BANFIN-69
- Motor Pool | BANFIN-72A

- Recurring purchases during the fiscal year from campus vendors (Physical Plant, Telephone Services, University Bookstore, University Food Service, etc.) require a blanket purchase order.
Each blanket purchase order will be written for a fiscal year (July 1 – June 30). To obtain a blanket purchase order, submit a “Purchase Requisition” to the Purchasing Department.

If a campus vendor’s services are utilized infrequently during the fiscal year, a purchase order is not required unless a purchase involves a total cost of one hundred dollars ($100.00) or more. Prior to ordering goods and/or services involving a total cost of one hundred dollars or more from a campus vendor, a purchase order must be obtained.

Form BANFIN-33, Interdepartmental Invoice – Initiating the Order

- Form BANFIN-33, Interdepartmental Invoice, which is utilized for all orders to campus vendors.
- Form BANFIN-33 is initiated by the requesting department.
- Prior to the ordering of goods and/or services, the requesting department must complete all sections of Form BANFIN-33.
- DO NOT complete the columns “Unit Price” or “Extended Price.” These columns will be completed by the campus vendors.
- The requesting department retains the last copy of BANFIN-33 and submits three (3) copies of the form to the appropriate campus vendor.

Form BANFIN-33, Interdepartmental Invoice – Charging the Order

Form BANFIN-33 gives the campus vendor authorization to provide goods and/or services and approval to charge for the goods and/or services.

The “Invoice No.” on Form BANFIN-33 is assigned by the campus vendor. The invoice number is preceded by an alpha abbreviation, which is designated by the Office of Accounting Services. Examples of alpha abbreviations used are as follows:

- PPO – Physical Plant
- W – Telephone Services
- BKS – University Bookstore
- AR – University Food Service
- MP or MPG – Motor Pool

The campus vendor completes all sections of Form BANFIN-33 not completed by the requesting department, except for the “Document Number” and “Transaction Code.”

After completion of Form BANFIN-33, the applicable departmental personnel remits a copy of the form to the requesting department, retains a copy, and remits the completed form to the Office of the Controller Accounts Payable for processing the direct charge to the requesting department.

Preparation of form BANFIN-33, Interdepartmental Invoice

** TO BE COMPLETED BY THE REQUESTING DEPARTMENT **

Request/Approval for Goods/Services

- FORWARD COMPLETED COPY TO: Fill in the name of the vendor in the space provided. FROM: The name of the campus department that is making the request for goods and/or services.
**PREPARED BY:** Name of the person who is preparing this form, and the date of its preparation.

**DEPARTMENTAL APPROVAL:** Signature of the person responsible and date. (*This person must be listed in the Banner Finance system as a person who has authority to obligate expenditures for each fund listed on this form.*) The date must reflect the date that the Interdepartmental Invoice was signed by the responsible person.

**Order**

The following instructions are applicable to the BANFIN-33, 60 and 66. They are not applicable to the BANFIN-59, 69 and 72A.

- **DESCRIPTION/ QUANTITY:** Description of goods/services being ordered and the quantity of the items.
- **UNIT OF MEASURE:** Units by which items are measured.

**Funds & Amount to be Charged**

- **DEBIT INDEX/FUND:** Purchaser’s Banner six-digit index/fund to be charged for the order.
- **ACCOUNT:** Six-digit account code to be charged for the order.
- **AMOUNT:** To be completed by Campus Vendor.
- **DESCRIPTION/INVOICE #:** To be completed by Campus Vendor.

**** TO BE COMPLETED BY THE CAMPUS VENDOR **

- **INVOICE NUMBER:** This item refers to the Invoice Number located in the upper right corner of the form. It is the invoice number assigned to the order by the campus vendor. The invoice number is preceded by an alpha abbreviation – PPO (Physical Plant), W (Telephone Services), BKS (University Bookstore), AR (University Food Service, and (MP or MPG) Motor Pool.

**Order**

- **UNIT PRICE:** The price per each unit in dollars and cents.
- **EXTENDED PRICE:** Quantity of item ordered times the unit price.
- **TOTAL:** The sum of all extended prices for this invoice.

**Funds & Amounts to be Credited**

- **INVOICE NUMBER:** Invoice number assigned to the order by the campus vendor. The invoice number is preceded by an alpha abbreviation – PPO (Physical Plant), W (Telephone Services), BKS (University Bookstore), AR (University Food Service, and (MP or MPG) Motor Pool.
- **CREDIT INDEX/FUND:** Vendor’s six-digit index/fund to be credited for the order.
ACCOUNT: Six-digit account code to be credited for the order.

AMOUNT: Amount of charge.

The amount to be charged by the campus vendor must be accompanied by a corresponding fund number (given by the purchaser). If multiple funds are listed by the purchaser, the amount is to be distributed equally unless specific fund distributions are indicated by the purchaser. Questions concerning charges, corrections, and/or adjustments are to be handled by the campus vendor.

** TO BE COMPLETED BY ACCOUNTS PAYABLE **

Funds & Amounts to be Charged

- TRANSACTION DATE: The date of transaction.
- DOCUMENT NUMBER: The document number will be assigned sequentially by the Accounts Payable Section.
- DOCUMENT TOTAL: The total of the transaction.
- BANK CODE: Two (2) digit Bank Code for University Bookstore and University Food Service.

Special Instructions
Instructions for BANFIN-59, Interdepartmental Invoice (Physical Plant)
Form BANFIN-59 differs from the other Interdepartmental Invoices in that the ORDER section is different. In this section, the department requesting services must fill in a “Detailed Description of Work Requested Including Building Name and Room Number or Area.” The campus vendor is responsible for completing the charge section of this form.

Instructions for BANFIN-69, Interdepartmental Invoice (Food Service)
Form BANFIN-69 differs from the other Interdepartmental Invoices in that the ORDER section is different. In this section, the department requesting services must fill in who, what, when, where, and why of the service requested. The campus vendor is responsible for completing the Amount column of this form. The description should follow the University’s entertainment policy as stated in Policy 14 Business Entertainment.


BANFIN-33
BANFIN-59
BANFIN-60
BANFIN-66
BANFIN-69
BANFIN-72A

5. Revision Table

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