

INTER-DEPARTMENTAL ORDER



DATE	DEPT. REQUISITION NO	DOCUMENT NUMBER:	
Cash and Treasury Services	5314		
DEPARTMENT PROVIDING SERVICES	DEPARTMENT NO.		
CONTACT PERSON	PHONE NUMBER		
DEPARTMENT TO BE CHARGED	ACCOUNTS TO BE CHARGED	AMOUNT	
		TOTAL AMOUNT	
DESCRIPTION OF SERVICE OR PURCHASE	QTY	UNIT PRICE	AMOUNT
		TOTAL AMOUNT	
ACCOUNT TO BE CREDITED	AMOUNT OF CREDIT	Approved By:	
1130-15-5314-602-130-1500000		Date	Project Director
		Date	Dept. Head
TOTAL CREDITS		Date	Dean/Director/Other