



INTERDEPARTMENTAL ORDER

OFFICE USE ONLY

(NOT to be used for transfer of expense - Use Journal Entry)

TRANSACTION NO. _____

**Ordering
Department
Chartfields:**

| Bus Unit | Amount | Department | Fund | Account | Class | Program | Project | Operating Unit |
|----------|--------|------------|------|---------|-------|---------|---------|----------------|
| UMS06 | | | | | | | | |
| UMS06 | | | | | | | | |
| UMS06 | | | | | | | | |

Total:

Ordering Department Name: _____

Deliver: _____

Short Description for GL: _____

To: _____

Authorized Signature: _____

Tel: _____ **Date:** _____

Print Name

| Description of Items Ordered/Purchased From Dept. Below | Quantity | Unit Price | Amount |
|---|----------|------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SELLING DEPT. Totals agree:

ORDERING DEPT. Totals agree:

Total:

**Selling
Department
Chartfields:**

| Bus Unit | Amount | Department | Fund | Account | Class | Program | Project | Operating Unit |
|----------|--------|------------|------|---------|-------|---------|---------|----------------|
| UMS06 | | | | | | | | |
| UMS06 | | | | | | | | |
| UMS06 | | | | | | | | |

Total:

Selling Department Name: _____

Telephone: _____

Selling Department Address: _____

Goods Received By: _____