

Finance Office
 College Hall, Room 108
 Extension 5299
 Fax (202) 448-6920

GALLAUDET UNIVERSITY INTERDEPARTMENTAL INVOICE

Today's Date		OPTIONAL tracking number-up to 8 characters
--------------	--	---

DEPARTMENT REQUESTING SERVICE				DEPARTMENT PROVIDING SERVICE			
Department Name				Department Name			
Building and Room Number				Building and Room Number			
Requested By		Ext		Delivered By		Ext	

DESCRIPTION OF SERVICES	AMOUNT
<div style="background-color: #00FFFF; padding: 2px; border: 1px solid black; display: inline-block;"> FOR THIS TRANSACTION, ENTER THE DESCRIPTION (UP TO 30 CHARACTERS) YOU WANT TO APPEAR IN YOUR PEOPLESOFT FINANCIAL REPORT. → </div>	

TOTAL

CHARGE TO			CREDIT TO		
Department	Expense Account	Amount	Department	Expense Account	Amount
Approved By/Date			Approved By/Date		

Interdepartmental Invoices requests must be approved in accordance with policy 2.02.
 Appropriate documentation must be attached.

FINANCE OFFICE USE ONLY

Processed by: _____ Date: _____