

Interdepartmental Invoice

Purpose and Scope

This procedure outlines the method of clerically handling and accounting for Interdepartmental Invoices for Operating Ledger FOP's.

NOTE: Contact Business Affairs – Accounting and Reporting Section if a General Ledger “account” is involved in the desired transaction.

Reference

University Purchasing Policy

NOTE: All links for [supporting documents](#) are found at the end of this policy.

Responsibility

All Areas

Procedure

Budget Unit Head – Buyer

1. Completes the *Interdepartmental Invoice*. Enters the following:
 - a. Date of the Interdepartmental Invoice.
 - b. Budget Unit Title, Index Code and Revenue or Expenditure Account Code to be charged.
 - c. Budget Unit Title, Index Code and Revenue or Expenditure Account Code to be credited.
 - d. Item
 - e. Quantity requested
 - f. Unit of Measure
 - g. Estimated total price
 - h. Description of goods and services
2. If funds are available per the Budget Unit's records, signs and dates the Interdepartmental Invoice.
3. Routes the Interdepartmental Invoice to the Approving Agent. Retains copy for Budget Unit Head's files.

Approving Agent - Buyer

4. Reviews the Interdepartmental Invoice. If approved, signs and dates the Interdepartmental Invoice.
5. Routes disapproved Interdepartmental Invoice back to the Budget Unit Head.
6. Routes approved Interdepartmental Invoice to the Budget Unit Head - Seller.

Budget Unit Head – Seller

7. Completes the Interdepartmental Invoice. Enters the following:
 - a. Quantity delivered

- b. Unit of Measure
 - c. Unit price
 - d. Actual total cost
8. Verifies Index Code and Revenue or Expenditure Account Code to be credited.
 9. Signs the Interdepartmental Invoice for "Filled By" and "Approved By".
 10. Retains copy for Budget Unit Head's files. Forwards a Delivery copy to Budget Unit Head - Buyer.
 11. Routes original Interdepartmental Invoice document to Business Affairs – Accounting and Reporting Section.

Business Affairs – Accounting and Reporting

12. Verifies Seller and Buyer Index and Account codes, makes appropriate changes, and notifies Buyer and/or Seller if appropriate.
13. Completes “accounting block.”
14. Process Interdepartmental Invoice in accordance with Business Affairs Banner Finance Journal Voucher User's Guide.

Budget Unit Head - Buyer

15. Reviews Budget Unit for line-item deficits that may have been caused by Interdepartmental Invoice change(s) and submits appropriate **Budget Revision Request** to remove the line item deficit to avoid future NSF errors caused by future transactions and to avoid a Budget Unit deficit.

Supporting Documents

[Budget Revision Request](#)

[Interdepartmental Invoice](#)

NOTE: Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).