

## Inter-Departmental Transfer Request and Invoice

IDT #
For Department Use

Requesting Department Debit (Charge) Complete the request and send to the Supplying Dept.	Supplying Department Credit Complete the invoice and send to the Accounting Dept.
Dept:	Dept:
INDEX: ACCOUNT:	INDEX: ACCOUNT:
Authorizing Signature:	Authorizing Signature:
Name:	Name:
Title:	Title:
Date Requested:	Date Requested:
Use only one of the accounts listed below, for both the Debit & Credit.  Except for Grant codes, contact Grant Accounting office for instructions.  Acct Description Acct Description Acct Description  7191 IDT - Computer 71931 IDT - Parking 7197 IDT - Telecom  71911 IDT - Publications 7194 IDT - Facilities 7198 IDT - Athletics  7192 IDT - Advertising 7195 IDT - Print Shop 7199 IDT - Other  7193 IDT - Public Safety 7196 IDT - Mail Room  NO IDT will be processed for an amount under \$25. In addition, NO IDT will be processed unless the appropriate signatures and Banner codes have been obtained. For more information, please consult SHU Policy Number 202.5.	
Date of Delivery or Service Description of Service or Articles	Quantity Unit Price Amount
	-
	<del>                                      </del>
	-
	-
	-
	-
Total	
For Accounting Department Use ONLY Banner Document # Attached	
Signed by: Name:	