

DATE _____
TO **JANELLE ANSELL, CAMPUS BOX 8**
FROM _____ DEPARTMENT _____
PURPOSE _____
(PURPOSE LINE NEEDS TO INCLUDE A DESCRIPTION THAT CAN BE PUT INTO THE LEDGER)

PLEASE TRANSFER \$ _____

CHARGE DEPT. NO. _____ LINE ITEM _____

CREDIT DEPT. NO. _____ LINE ITEM _____

AUTHORIZED SIGNATURE _____

INTERDEPARTMENTAL CHARGE

This form should accompany all internal transfers to be made by journal entry through the Business Office. Please make sure the department and line item are clearly marked for the department getting debited and the department getting credited. **Important: the purpose line needs to include a description that can be put into the ledger.** All interdepartmental forms should be returned to Janelle Ansell, Campus Box 8.