

For use with the Journal Import Process only.

Billing Dept: _____ Dept #: _____

Campus Address: _____

Goods/Services Provided by Originating Department:

The originating department above has elected to do their Inter-Departmental Billing electronically. This process provides improved efficiency and less paperwork. Although every effort should be made to collect funding at the time the actual receipt of goods/services takes place, this isn't always possible. This authorization form is to be used to gather default funding information on any goods/services provided to you by the originating department stated above. This funding will only be used if no other funding is provided during the transaction process. You will still receive the appropriate invoice/documentation from the originating department.

Contact Information

Receiving Dept: (Dept charged for goods and services) _____

Name: _____

Department: _____

Campus Address: _____

Phone: _____

Email Address: _____

Default Funding Information

Account #	Fund #	Dept #	Program #	Project	Percentage

- Grant Funding can not be used as default funding.

Authorized Signature Date

Print Name Phone #

Additional Approval (if required) Date

Print Name Phone #

Return signed form to Billing Department above. Do not return to Accounting office.