NDSU | ACCOUNTING
DIVISION OF FINANCE AND ADMINISTRATION

Inter-Departmental Billing Form (IDB)

Questions about this form? Please call 701-231-7432

The Inter-Departmental Billing form is used when goods and services are being billed by one NDSU department to another NDSU department. Do not use this form for Budget/Appropriation transfers.
Instructions

Required Reference #: IB
Please see *reference number generator* for next available number.

Date: _____

To: _____ From: _____

Details of IDB: (be detailed, 254 characters max.) *Required Field*
Be as detailed as possible, providing a clear explanation /description of the goods/services that are being billed, as well as attaching the appropriate supporting documentation.

Receiving Department: Funds to be Charged

Account	Fund	Dept	Program	Project	Additional Information if Needed	Amount
					Total Charges:	

I acknowledge receipt of above stated good or services and authorize payment as indicated.

Signature of Receiving Department (funds to be charged) Date

Print Name Phone #

Top section completed by Phone #

Signature of Receiving Department {if required} (funds to be charged) Date

Print Name Phone #

Originating Department - Funds to be Credited

Account	Fund	Dept	Program	Project	Additional Information if Needed	Amount
					Total Credits:	

Certification of goods or service provided

Signature of Originating Department (funds to be credited) Date

Print Name Phone #

Bottom section completed by Phone #

Receiving Department:
Route this form to:
Accounting Office
Old Main 11
Phone (701) 231-7432
Fax (701) 231-6194