UNIVERSITY OF Miami

Interdepartmental Requisition Form

IR REFERENCE	IR
DOCUMENT REFERENCE NO.	DR
Credit Account Number	

TYPE OR PRINT

TO: _____

NAME/DEPARTMENT	CAMPUS	BUILDING	ROOM	LOCATOR CODE

FROM: _____

NAME/DEPARTMENT	CAMPUS	BUILDING	ROOM	LOCATOR CODE

DESCRIPTION	QUANTITY	UNIT PRICE	ACCOUNTS TO BE CHARGED				CREDIT	
			ACCOUNT NO.	*OBJECT	I	AMOUNT	*OBJECT	I

↑ FOLD UP   FOLD UP ↑

DELIVER TO:

Name _____ **Campus** _____ **Locator Code** _____

Building _____ **Room No.** _____ **Delivery Point** _____

FOR FURTHER INFORMATION CONCERNING THIS REQUEST, PLEASE CONTACT

NAME _____ PHONE _____

Printed or Typed Name of Authorized Signature	Dept. Head or Dean Approval (if required)	Date
Authorized Signature	Date	Budgetary Approval	Date

FA-2 331217
5/92

Instructions on reverse side

***OBJECT CODE FOR DEBIT AND CREDIT ACCOUNT MUST BE IDENTICAL**

INSTRUCTION
INTERDEPARTMENT REQUISITION
(Send Original and A Copy to Department Rendering Service
Make Sure Both are Signed)

1) Type or print clearly.

2) Shaded areas are for administrative use only.

3) The Interdepartmental Requisition should be used to request services and/or supplies from any department except Physical Plant, Copy Center, and Property Control.

4) Document Reference Number: The preprinted number will appear in the document reference column of the Monthly Report 092 and should aid in the reconciliation of expenditure records kept by the individual departments.

5) Document number should be assigned by the servicing department. The document number codes are:

IRA – Bookstore	IRG – Food Services	IRQ – Bio-Medical Communications
IRB – UMHC	IRM – Mailing Center	IRR – Communication Service
IRC – University Center	IRN – Publications	IRS – Photo Services
IRD – Health Center	IRO – Duplicating Services	IRT – Medical Instrumentation
IRE – Telecommunications	IRP – Information Resources	IRV – Division of Animal Care
IRF – Faculty Club		IRW – RSMAS Service Dept.

Miscellaneous charges to departments other than those listed above will be shown with a Journal Entry reference.

6) Credit Account Number: Only those departments rendering service not listed in number 5 above must enter the account number to be credited as providing the service.

7) DESCRIPTION: Indicate the description of the items(s) or service(s), quantity, and the unit price(s), if known.

8) ACCOUNT(S) TO BE CHARGED: Show the account number, object code and line item # that is to be charged with the expense. More than one account may be charged; the total amount for each account must be shown in the total amount column or if the charge is to be split between two or more accounts, the percent to be charged to each account must be shown in the description column.

9) Indicate the amount to be expended. Amount column may be used for:
   - (a) extending unit price of several items,
   - (b) totaling the cost of all items,
   - (c) dividing the total expenditure
   - (d) between two or more accts.

10) Department rendering services must indicate Object Code and Line Item Number to be credited.

11) FOR FURTHER INFORMATION: Show the name, phone number, and department of the person to be contracted in case there are any questions.

12) Authorized signature, typed name, and date signed must appear on form.

13) Form may not be used to draw a check to individuals or vendor.

14) Special purpose work orders required by some service departments should be attached to the Requisition Form.