

Eastern Washington University
Interdepartmental Purchase Order and Invoice

Requisition Date _____
 Date Needed _____

Deliver to: _____
 Building/Room _____
 Telephone No: _____

	Charge to:				
Requesting Department		Index	Account	Received by	Date
	Credit to:				
Supplying Department		Index	Account	Completed by	Date

Item Number	For Supplying Dept.		Description	Quantity	Unit	Supplying Dept. Use Only	
	Delivered	Back Order				Unit Cost	Total Cost

	Total Charges	
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The requisitioning department hereby authorizes the "Supplying" department to provide it with the services and merchandise ordered above – with the understanding that the accounting office is authorized to charge and credit the affected department accounts for cost, based on formulae which have been approved by the administration. Notice of completion of services rendered or merchandise delivered will be sent to the requisitioning department in the form of a copy of the invoice then forwarded to the accounting office. Charges will be made in the month the transaction is completed.

Requested by _____ Approved by _____
Controller

Approved by _____ Approved by _____ Approved by _____
Budget Authority Vice President for Business and Finance Other