

REQUEST FOR INTERDEPARTMENTAL PURCHASE

No. _____

Fiscal Year _____

University Dept Buying the Item or Service

Cost Center No.	Object	Cost Center Title

Quantity	Description of Item or Service	Unit Price	Total Amount

Dept. Phone No. _____ Date _____
 Dept. Address: _____ Dept. _____
Buying Department's Authorized Signature _____

University Dept Selling the Item or Service

Post Income to: Cost Center Object Date of Service/Sale _____
 Total Amt of Sale \$ _____
 Dept. Phone No. _____ Date _____
Selling Department's Authorized Signature _____

FOR BUSINESS SERVICES USE ONLY – ACCTG AUDITED	Signature _____	Date _____
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For Purchases Involving State Treasury Funds:

MNSCU GENERAL RECEIPT BY COST CENTER (CP)

ES: AR2207UG
 FY: Trans Description:
 Occurrence Date Vendor Number
(State Treas to State Treas - use date of service)
(State Treas to or from Local - use today's date)
 Cash Amount

Cost Center	Object	Buyer/Seller	Amount	+/-	Comments
		Buyer		D/-	CAO37-
		Seller		C/+	CAO37-

MnSCU Transaction Serial Nbrs/Date _____

For Purchases Involving Local Funds Only:

Expense Voucher: Local CC (EV)
 Des/Comment:
 Occurance Date: (use date of service)
 Customer ID

Line item	FY	Cost Center	Title	Object	Title	Amount	D/C

MnSCU Trans Serial Nbr: _____ Trans Date _____

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 Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.
 This document is available in alternative formats to individuals with disabilities by calling Business Services at 507-389-5069 (V), 800-627-3529 or 711 (MRS/TTY).

ROUTING: Buying Department --> Selling Department --> Business Services, WA236
DISTRIBUTION: Pink – Buying Department; Canary – Selling Department; White – Business Services, WA236

For Purchases Determined to be Expenditure Corrections:

Transaction # _____ Date _____

 Authorized Signature _____ Date _____

Minnesota State University, Mankato Request for Interdepartmental Purchase

The *Request for Interdepartmental Purchase* form is used when one university department purchases goods or services from another university department and a transfer of funds is to take place.

Department Buying the Item or Service

The department buying the item or service will initiate the *Request for Interdepartmental Purchase* form. The buying department will complete the top section of the form and email the document to the department selling the item or service.

Department Selling the Item or Service

The department selling the item or service will complete the second section of the form and then email the document to Business-Services@mnsu.edu for processing.

** It is important that University Stores be notified when equipment items are moved from one department to another. It is the selling department's responsibility to notify University Stores (389-1825) of the transaction so the item/s can be correctly recorded on the University inventory listing.