



Interdepartmental Invoice/Transfer Authorization

IDI # _____

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Add unique code above: 2 initials of seller plus date YYYYMMDD or other unique numbering

	Buyer's Org Number / Account Code (Debit)	Buyer's Org Name (please print)	Vendor Name/Item To be Transferred/Invoiced	\$ Amount	Seller's Org Number / Account Code (Credit)	Seller's Org Name (please print)	FGITRND or SSB Detail Attached ?
1							Yes / No
2							Yes / No
3							Yes / No
4							Yes / No
5							Yes / No
6							Yes / No
7							Yes / No
8							Yes / No
9							Yes / No
10							Yes / No

Buyer (Debit) Org Owner Printed Name

Seller (Credit) Org Owner Printed Name

Buyer (Debit) Org Owner Signature Date

Seller (Credit) Org Owner Signature Date

IMPORTANT: Authorizing signatures must have appropriate dollar authority to approve the transfer requested above.

If cost is currently in Banner, Attach:

- FGITRND (INB) or Self Service Banner (SSB) printout showing the current org and account number posting of the item, before the transfer,
- **AND** a copy of the invoice or other appropriate backup supporting the transaction.

→ **Missing or incomplete backup will delay transaction posting time.** ←

Additional Approvals: Grant Approval _____ Date _____ Travel Approval _____ Date _____
 Business Services reserves the right to correct coding as necessary.

Other information you would like to provide about this transfer:

Route Original with signatures and backup to Business Services, Campus Box 16. Retain copies as needed.