



# Interdepartmental Invoice / Transfer Authorization

**Purpose:** To move expense(s) between Accounts, ORGS, or for requesting Internal Sales

1. **IDI #** \_\_\_\_\_  
*Optional to create a unique number for this request (ex: requester initials + date YYMMDD or other unique numbering)*

2. What is being requested:
- PCard reallocation
  - Move expense to different Account
  - Move expense to different ORG
  - Move expense to Grant
  - Internal Sale
  - Other (please explain) \_\_\_\_\_

3. Where is (are) the expense(s) currently posted and where should the expense(s) be?

**Expense currently located on:**  
**(Seller / Credit)**

**Expense should be on:**  
**(Buyer / Debit)**

ORG	Account	Vendor Name / Description	Amount	Move to ORG	Move to Account

Name of (selling) ORG Owner: \_\_\_\_\_

Name of (buying) ORG Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

4. Support documentation needed:
- IDI request form filled out and signed
  - screenshot of expense from FGITRND or Banner Self Service
  - copy of receipt(s) / invoice(s)
  - official function form and sign in sheets if applicable
  - copy of PCard expense log if applicable

5. Email signed (wet or adobe sign) request and items from #4 to [RRCC.IDI@rrcc.edu](mailto:RRCC.IDI@rrcc.edu)