

INTRACAMPUS REQUISITIONS

- (1) Intracampus requisitions are to be used to pay for purchases or services rendered by another department on campus. Examples are: purchases made from Bookstore, work done by Print Shop, rentals of Student Center, food service from Student Center Cafeteria.
- (2) The Intracampus Requisitions are in triplicate. The white and canary copies are to be forwarded to the department rendering the service or materials and the pink copy to be kept for your files.
- (3) Samples for filling out the Intracampus Requisitions are attached.
Please take particular care in the typing of your code in the "Account to be Charged".
- (4) Print Shop requisitions are furnished by the Printing Department.
Pads of regular Intracampus Requisitions may be picked up in Room 128 Keeny Hall, Comptroller's Office.

No 12056

NO CARBON REQUIRED
New Color Sequence.
See Distribution Below.

LOUISIANA TECH UNIVERSITY
INTRACAMPUS REQUISITION
(replaces stores requisition)

Purchases to be made from Bookstore (For use on-campus only)
(Department)

Purchases to be charged to Psychoceramics Date October 5 1990
(Department)

ITEM NO.	DESCRIPTION OF ITEMS	QUANTITY	UNIT PRICE	AMOUNT
1.	Rubber Bands	1 box	1.02	1.02
2.	Binder Clips	12	.39	4.68
3.	Binder Clips	12	1.93	23.16
4.	Legal Size Note Pad	5	.53	2.65
5.	Diskettes	3	6.27	18.81
6.	Manilla Folders	1 box	5.57	5.57
7.	Binder	1	4.87	4.87
8.	File Pockets	25	1.09	27.25
9.	8½ x 11 Xerox	3 cases	33.00	99.00
10.	8½ x 14 Xerox	1 case	45.00	45.00
				232.01
			+ 10%	23.20
				255.21
			+ 3%	7.66
				262.87

Requested by: Abd. B. Carter
(Head of Dept.)

Received by: Jane A. Smith
(Authorized Department Representative)

Date Received 10-5 1990

Distribution:

- Send white and canary copies to department purchases are being made from.
- Retain Pink copy.
- White copy will be processed for payment by the department dispensing merchandise.

ACCOUNT TO BE CHARGED				
CLASS	DEPT.	Budget-Obj.	FUND NO.	AMOUNT
12	5490	4010		262.87

Printing Requisition

(TO BE TYPED)

No 7723

Use separate requisition for each dissimilar item.
Always attach sample with corrections indicated.

Date October 2, 1990Name of Department or
Organization to be charged PsychoceramicsName of person to
contact if question Jane Smith Phone 5555

OFFICE USE ONLY

Job Number _____

Please refer to this number in any
matters regarding this order.The expected date of completion for
this order is _____ 19____

Quantity	General Description and Title of Work	Price (If known)
2,000	Sheets Letterhead (Sample Attached)	100.00

Filling in this information will help us serve you better.

Will this job be coordinated through Campus Graphics for art work? ☐ Yes ☐ No

Date material is needed _____, 19____ (2 to 3 weeks is normal, rush job carry cost penalty.)

Color of stock _____ Fold ☐ Yes ☐ No to _____ x _____Color(s) of ink _____ Pad ☐ Yes ☐ No sheets, sets/pad _____

Other notes

AUTHORIZATION

Budget Unit Head Alfred B. Carter
(Signature)Dean _____
(If required by your college)

BILLING INFORMATION

☒ Internal Account to be Charged

Class	Dept.	Budget-Object	Fund No.	Amount
12	5490	3010		100.00

☐ External Account to be Billed

C/O _____

Mailing Address _____

City _____ State _____ Zip _____

Remittances should be made to:
Louisiana Tech Printing Services
P. O. Box 10015, Ruston, LA 71272

DELIVERY INFORMATION

☒ We will pick up.☐ Deliver to _____
Building _____ Room No. _____

If a particular person is Required to receive the merchandise

TYPE their name here _____

Received by Jane Smith
(Signature of person receiving merchandise)Date Received 10-22, 1990

Send all three copies to Printing Services. Pink copy will be returned after job order is written. White copy will be processed for payment

LOUISIANA TECH UNIVERSITY

NUMBER G-4

Office of the Comptroller

REVISED 10/26/90

INTERDEPARTMENTAL INVOICES

Departments rendering services or furnishing materials to another department and receiving payment by Intracampus Requisitions, must send the white copies of the Intracampus Requisitions along with an Interdepartmental Invoice to the Comptroller's Office in order to receive credit on their ledger.

More than one Intracampus Requisition may be on the same Interdepartmental. Verify accuracy of Intracampus Requisitions. Instructions for filling out Interdepartmentals are:

- (1) Type in department name on line indicated (see #1 on sample).
- (2) Under credit, type income code to be credited (#2).
- (3) Add from Intracampus Requisitions total amount of sales or services and type beside credit account (#3).
- (4) If sales tax is applicable, add total tax and type amount beside sales tax () 4-0000-0245 (#4).
- (5) Separate Intracampus Requisitions according to funds as listed under class (12's, 62's, 22's, etc.). Add each fund and type total on appropriate line under the "Charge: Amount" Column (#5).
- (6) Add total charges and type amount after "Total Intracampus Requisitions per attached." (#6).
- (7) Add total credits and type amount after "Total Credits" (#7).

Date and have department head sign invoice. Original Interdepartmental along with white copies of Intracampus Requisitions is forwarded to Comptroller's Office. The yellow duplicate Interdepartmental and yellow copies of Intracampus Requisitions are retained for your files.

Pads of Interdepartmentals can be obtained from Room 128 Keeny Hall, Comptroller's Office.

LOUISIANA TECH
UNIVERSITY

INTERDEPARTMENTAL INVOICE

I.D. No. _____

①

Department Rendering Service or Furnishing Materials

CHARGE:	AMOUNT	CREDIT	Account No.	AMOUNT
OPERATING FUND (12)	⑤		②	⑤
REVENUE FUND (62)				
AGENCY FUND (22)				
(32)				
(42)				
(92)				
(94)				
PLANT FUND (72)		SALES TAX () 4-0000-0245		
TOTAL INTRACAMPUS REQUISITIONS PER ATTACHED \$ ⑥		TOTAL CREDITS \$ ⑦		

BELOW FOR COMPTROLLER'S USE ONLY

DEBIT	CREDIT
13-0000-0110	13-0000-0110
63-0000-0110	63-0000-0110
93-0000-0110	93-0000-0110
73-0000-0110	73-0000-0110

Services Rendered or Materials Furnished

Date _____

Head of Department _____

ORIGINAL — Comptroller
DUPLICATE — Rendering Department