LOUISIANA TECH UNIVERSITY

NUMBER G-1

Office of the Comptroller

REVISED 10/26/90

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

LOUISIANA TECH UNIVERSITY

NO CARBON REQUIRED New Color Sequence, See Distribution Below.

INTRACAMPUS REQUISITION

(replaces stores requisition)

Purchases to be made from	Bookstore	(For	use	on-car	nous	s oni
	(Department)	(. C.		O O		
Purchases to be charged to	Psychoceramics (Department)	Date	<u>0c1</u>	ober	5_	19 <u>9</u> (

ITEM NO.	DESCRIPTION OF ITEMS	QUANTITY	UNIT PRICE	AMOUNT
1.	Rubber Bands	l 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	l 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		99.00
10.	8½ x 14 Xerox	l case	45.00	45.00
10.	V ₂ x 14 Aerox	1 case	, 43.00	232.01
			+ 10%	23.20
.			1 10%	255.21
			+ 3%	7.66
			T 3%	262.87
				202.07
		-		
				•

Requested by:	bid Blarler_
	(Head of Dept.)
Received by:	Jane of Smith
•	(Authorized Department Representative)
D-4- D	10-5 - 70

Date Received ___

Distribution:

Send write and canary copies to department purchases are being made from.

Retain Pink copy.

White copy will be proctated for payment by the department dispensing merchandise.

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

Printing Requisition

October 2

contact if question _____ Iane Smith_

Organization to be charged Psychoceramics

Date __

Name of Department or

Name of person to

Quantity -

Fold

Pad

☐ Yes

☐ No

☐ No

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

. 19<u>90</u>

2,000	Sheets Letterhead (Sample Atta	ched)
Filling in this	information will help us serve you be	tter.
Date material is Color of stock	coordinated through Campus Graphics for art	
AUTHORIZ	ATION	В
Budget Unit Head	Office (Signature) (If required by your college)	C 1:
DELIVERY	INFORMATION	_
☑ We will pick u		
If a particular pers	on is Required to receive the merchandise	C
TYPE their name h	Jane of Smith	-
	(Signature of person receiving merchandise)	Re Lo P.
Send all three cop	nies to Printing Services. Pink copy will be returne	d after jo

		# Y	
ion № 7723	Job Number_		
each dissimilar item. corrections indicated.	Please refer to this number in any matters regarding this order.		
<u>) </u>	The expected date of completion for this order is		
eramics		19	
Phone _5555			
General Description and Title of W	ork	Price	
ead (Sample Attached)		100.00	
o us serve you better.			
mpus Graphics for art work?	□ No is normal, rush job carry cost	penalty.)	

to _____

sheets, sets/pad_

BILLING INFORMATION						
🗓 Inte	rnal Acc	ount to be Cha	rged			
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						

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				
	Departme	ent Rendering Serv	vice or Furnishing	Materials	
CHARGE:		AMOUNT	CREDIT	Account No.	AMC
OPERATING FUND	(12)	(5)		(2)	(;
REVENUE FUND	(62)				
AGENCY FUND	(22)				
	(32)				
	(42)				
	(92)			.,	
	(94)				
PLANT FUND	(72)	*	SALES TAX	()4-0000-0245	
TOTAL INTRACAMPU	S REQUISITIONS PE	R ATTACHED S	(6)	TOTAL CREDITS \$.	7
	BELO	W FOR COMPTR	OLLER'S USE ON	ILY	
	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			
		2410			
QRIGINAL — Comptroller		Head of	Department		

DUPLICATE — Rendering Department