Interdepartmental Invoices Procedure

1. The initiating (credit) department prepares the IDI. Each IDI must complete the following:
   a. Date.
   b. Name of department being charged.
   c. Detailed description of services completed or materials provided.
   d. Dollar amount.
   e. Fund number.
   f. Account number.
   g. Signature of the approved budget authority.
   Please note if the credit is an expense account line, the department must reference the initial entry that was charged. Ex. Invoice number, check number, feed number, or journal entry number.

2. Once completed, the initiating (credit) department should distribute as follows:
   a. White and yellow copies are sent to the department receiving the material or service. Must attach supporting documentation.
   b. Pink copy is retained for the initiating (credit) department files.
   c. Golden copy with attached supporting documentation is forwarded to the accounting department.

3. The charge department (receiving the material or service) must complete and review the IDI for the following:
   a. Description of charge.
   b. Enter fund number.
   c. Enter account number.
   d. Dollar amount.
   e. Signature of budget authority.

   If any of the required fields are not completed, the processing of the IDI will be delayed.

4. Once the information is completed by the receiving (charge) department, the yellow copy is retained for their records.

5. The white (original) copy is forwarded to accounting for processing.