

## **Primary Distribution:**

Originating department send to servicing department

When work is complete:
Servicing Department send (with backup) to College Finance and Originating department

## **INTER-CAMPUS ORDER**

Department generated 6 digit alpha numeric

- An					DL					
To (Department Supplying Services)			Attention	Phone						
From (Department Requesting Services)  Atte				ention Phone						
Requester's FOAP to be charged				Supplier FOAP to be credited						
Requesting Department Budget Authority Signature					Date					
Requesting Department Budget Authority Signature (additional approval if necessary)  Date										
Received By/Completed				Date Received/Completed						
Delivery Location and Instructions										
Quantity	S	В/О	Descripti	on of Item or Service		Dollar Amount				
Bookstore-Account N	umbers (Minimum Order	- \$10)	Sub Total	_,	I	1				
New Texts 611100-205130-480020-310000				_		Total:				
Used Texts										
General Supplies 611100-205120-480020-310000				<del>_</del>						
Electronics 611100-205171-480020-310000										
Other 611100-205310000										