INTER -OFFICE CHARGEBACK REQUEST

ACCOUNT CODING AND INVOICE AMOUNT (specify line item amounts and chart fields (as applicable):	
(FROM) Receiving Department/Division	(CHARGE TO) Charge Department/Division
$ AMOUNT - ACCOUNT - FUND - DEPTID - CLASS	$ AMOUNT - ACCOUNT - FUND - DEPTID - CLASS

$ AMOUNT - ACCOUNT - FUND - DEPTID -

Approved By (print)		Approved By (print)	
Signature	Date	Signature	Date

Accounting use Only:

Invoice # _____

Invoice Date_____