

Inter Departmental Voucher (IV/IX) Procedures

Purpose:

- **IV** - Pay another department within the college for services it provided your department (e.g. Motor Pool, Catering, Printing Services, Convenience Copier charges)
- **IX** - Reimburse another department within the college for expenses it incurred on your behalf (e.g. Mail Services, incorrect account charged originally)

Acquire from: Printing Services

If you are transferring funds from a revenue account to a revenue account, contact the Controller's Office for further instructions. **DO NOT USE AN IV/IX FORM.**

UPON COMPLETION - forward all three copies to Financial Accounting for processing. We will process and assign a document number and return the pink copy to the department receiving the revenue and the yellow copy to the person responsible for the accounts being charged (if more than one account appears in this area, it will be the departments responsibility to make the necessary copies.)

Document #: Leave this field blank. Financial Accounting will assign a document number and return a copy to you.

Date Prepared: Date document typed.

Department Name: Name of department preparing this document. (This will usually, but not necessarily, be the department paying the money.)

Prepared By: Name of person typing the document. A copy of this document will be returned to this person after a document number has been assigned.

Telephone Number: Phone number of preparer.

Mail Sort Code: Mail sort code of preparer.

Account Receiving Revenues: Account number receiving the money. (If this is an IV, use revenue source code and sub-revenue source code rather than object/sub-object code.)

Account Charged Expense: Account number(s) of all accounts that will be paying money to the receiving account. (This is always an expense so be sure to include object/sub-object codes.)

If more than one line is being used, object/sub-object codes need to be the same on each line.

Explanation: Brief explanation of the charges.

Signature Authority: Must have original signature of individual(s) authorized to expend funds from all charged accounts.