



Office of the University Controller  
Florida State University

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\*\* General Accounting Office Use Only

<b>** JOURNAL ID</b>

## Interdepartmental Requisition and Journal Entry Form

<b>DATE</b>	<b>DEPARTMENT NAME</b>	<b>SEND TO:</b>	_____ (Date Received)  _____ (Job Number)  _____ Re## [INVOICE]
		<input type="checkbox"/> Printing Services <input type="checkbox"/> Bookstore <input type="checkbox"/> Campus Services <input type="checkbox"/> Union Copy <input type="checkbox"/> Computer Store <input type="checkbox"/> User Services <input type="checkbox"/> Chemistry <input type="checkbox"/> Parking Service <input type="checkbox"/> Biology <input type="checkbox"/> Other (please specify)	
<b>CONTACT</b>		<b>TELEPHONE NO.</b>	
<b>APPROVED BY</b>		<b>APPROVER'S SIGNATURE</b>	
<b>DATE REQUIRED</b>	<b>LOCATION FOR DELIVERY</b>		

### BUYING DEPARTMENT CHARTFIELDS

DEPT ID	FUND	PROJECT	CF1 (Optional)	CF2 (Optional)	CF3 (Optional)	RESRC TYPE	RESRC CAT	RESRC SUB-CAT	BUD REF	PC BU	ACT ID	RESRC ANL TYPE

**ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE**

ITEM NO.	QUANTITY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED	ACCOUNT	UNIT PRICE	EXTENDED PRICE
<b>Amount</b>					

<b>Contracts and Grants (C&amp;G) Approval</b>
Approved By: _____ Date: _____

### SELLING DEPARTMENT CHARTFIELDS (For Selling Department Use Only)

DEPT ID	FUND	ACCOUNT	AMOUNT	CF1*	CF2	CF3