Interdepartmental Invoices for Campus Users

Financial Services

For direct questions about Interdepartmental Invoices:
Email the PeopleSoft Financials Team @ PSTeam@towson.edu
or call 410-704-2188

Contents

Interdepartmental Invoices (IDI)

General Information

When to use Interdepartmental Invoices

The three-part interdepartmental invoice, with two columns/blocks, is used to move an expense or revenue between departments.

When used

- Crossing between two divisions
- Co-sponsoring an event
- Utilizing equipment that belongs to another department
- The department can use the invoices to bill other on-campus departments for goods and/or services

Once these invoices have been filled out completely, send the forms to the PeopleSoft Financials Team in Financial Services.

When NOT to use an Interdepartmental Invoice

The interdepartmental invoice is NOT to be used for Budget/Appropriation Transfers, or for charges that belong to non-campus departments.

How to obtain an Interdepartmental Invoice

Send an email request to Victoria Napper at: vnapper@towson.edu or you can call directly at 410-704-2190. If you are sending your request via e-mail, provide the following information:

- Your name
- Your department
- Your extension number
- Quantity of invoices needed

She will log the forms out under your name and mail them to you. You can also stop by Financial Services on the 4th floor of the Administration building (7720 York Road) and ask the front desk for the interdepartmental invoices.

Locating Appropriate Expenditure Accounts

There are 14 different major groups of expenditure accounts that can be used to break down each type of expenditure into the appropriate category within your Department's budget. You can locate that Chart of Accounts by following this link:

Listing of PeopleSoft Accounts

Invoices

There are three examples of how to fill out the interdepartmental invoice within this documentation. They are the three most common types of invoices that come through Financial Services. This documentation offers guidance on how to properly fill out these invoices.

When coding the invoices, you can only debit and credit expense-to-expense, or revenue-to-revenue; you cannot code these invoices expense-to-revenue, or vice versa.

Do not use acronyms when filling out the invoice.

If you have questions about how to fill out the interdepartmental invoice, contact Eric Martinez in Financial Services.

You can email Eric at jmartinez@towson.edu.

Filling out an Interdepartmental Invoice

When filling out an interdepartmental invoice, the person will want to be as detailed as possible; this will help expedite the invoice process. Providing detailed information allows the department being charged a chance to review the charges and if there are any discrepancies, they will be able to reference the invoice accordingly; this also helps for future forecasting. Financial Services enters the information into PeopleSoft, based off the information provided on the invoice. The department(s) filling out the form will need to attach supporting documentation to all copies of the invoice in order for the process to continue. By attaching the supporting documentation, this notifies the department you are charging and notifies Financial Services that the information provided is correct; all three departments will have the same information and this eliminates confusion.

Procurement Card Purchases

1. Request an interdepartmental invoice from Victoria Napper
2. Notice all the fields <u>MUST</u> be filled in
    a. Date

The date you are filling out the interdepartmental invoice

b. Invoice Number

This number is automated. YOU MUST NEVER CHANGE THIS NUMBER

c. Department Name

This is the name of your department

d. Department ID/Grant #

This is the 5-digit number associated with your department or the 7-digit number associated with your grant/project

e. Account

This is the 6-digit number that your procurement card was debited. Your credit MUST be debited back to the original transaction

f. Amount

This is the amount that is being debited/credited

g. Department Head Signature (see note)

****This signature does not have to be the "Department Head," it can be the person responsible for monitoring the budget for the department. ****

****If you are not authorized to sign for your department and you should be, follow the link listed below. Fill out the required information, sign the form, have your department head sign the form, and forward the printed copy to Bill Meagher in Financial Services. ****

Authorized Signature Form

h. Print name

This helps identify the signer

i. Date

Date you signed the invoice

j. Detailed description of Items or Services

This must be detailed!!! If you used a procurement card, provide the name of the card holder, the date of the transaction, the ORIGINAL AMOUNT of the transaction, and the vendor. This makes it easier for Financial Services to locate the information. If this information is not filled out correctly, Financial Services will send the document back.

        k. Date

The original transaction date

3. If you are the department that has purchased the item and want to be reimbursed, you will be the “Department Being Credited.” The information should be filled out on the right side of the code block.
4. Keep the **PINK** copy and forward the remaining two copies to the department being charged
    a. Attach 2 copies of the back-up documentation
5. Forward the White Copy and Canary Copy of the interdepartmental invoice (DO NOT SEPARATE) to the department you are charging.
    a. Your packet will contain the following information:
        i. Interdepartmental Invoices
        ii. A copy of your Procurement Card Reconciliation Sheet with the transaction highlighted
        iii. IF YOU REALLOCATED, print a copy from the reallocation screen, highlighting the transaction
        iv. IF THE TRANSACTION HAS BEEN POSTED TO PEOPLESOFT, you will need to provide a copy of the DAT (Detailed All Transaction) Report, with the transaction highlighted

****If the packet is not complete, it will be sent back to the department! ****

****If there is any information you do not wish to share with the other departments, block that information out. ****

NOTE:

ProCard reallocations need to be done online, through the Procurement Card Reallocation System.

The packet will look like this:

TOWSON UNIVERSITY

TOWSON UNIVERSITY FINANCIAL SERVICES
INTERDEPARTMENTAL INVOICE

Date 07/25/2011

Invoice No. 44835

This name MUST match your Department ID

DEPARTMENT BEING CHARGED

Department Name: ____________________

DEPARTMENT BEING CREDITED

Department Name: Financial Services

DEPT ID/ GRANT#	ACCOUNT	AMOUNT	DEPT ID/ GRANT#	ACCOUNT	AMOUNT
			18930	609003	63.99

5-digit or 7-digit ONLY

This is the account number that is associated with the transaction. Locate this number on the ProCard Reallocation screen. Do not put this credit "where you need money"

FINANCIAL

CLASS/INITIATIVE: ____________________

Total ____________________

CLASS/INITIATIVE: ____________________

Total 63.99

Signature

PRINT your name legibly

Department Head Signature

____________________ **Date**

Department Head Signature

John Doe
Print Name

07/25/2011
Date

Original Transaction date

Date	Detailed description of Item(s) or Service	Amount
7/13/2011	Purchased toner for University Budget Office— Card holder: Victoria Napper Original transaction amount: $622.05 Vendor: AJ Stationers	63.99

When filling out the "Detailed Description", print legibly. This will eliminate confusion between departments and be as DETAILED as possible.

USE FOR INTERDEPARTMENTAL BILLINGS ONLY

Procedures: After preparation, obtain Department head signature, retain pink copy for your records, and send remaining two copies to department being charged for signature. Department being charged retains canary copy and forwards white copy (original) to Financial Services within 5 working days.

FINANCIAL SERVICES – WHITE COPY
DEPARTMENT BEING CHARGED – CANARY COPY
DEPARTMENT BEING CREDITED – PINK COPY

Transaction Reconciliation for Billing Period: 8176

Month: July

Start Date of Billing Period: 06/26/2011

End Date of Billing Period: 07/25/2011

Napper, Victoria Speedtype: 18930 Financial Services

Post Date	Trans Date	Merchant	Amount	Description: Quantity/Model Number	Reconciled?	Reconciled Date	Comments
06/27/2011	06/24/2011	WORKFLOWONE	$328.35	cheques for working fund	Yes	07/22/2011	
06/27/2011	06/24/2011	AJ STATIONERS OF D.C., IN	$235.55	office supplies	Yes	07/22/2011	
06/29/2011	06/27/2011	PRUDENCE CORPORATION DBA	$50.00	paper shredding	Yes	07/22/2011	
06/30/2011	06/29/2011	FEDEX 874461283947	$18.74	FedEx for AP	Yes	07/22/2011	
06/30/2011	06/28/2011	AJ STATIONERS OF D.C., IN	$41.87	office supplies	Yes	07/22/2011	
07/14/2011	07/13/2011	FEDEX 874461283936	$18.12	FedEx for AP	Yes	07/22/2011	
07/18/2011	07/14/2011	AJ STATIONERS OF D.C., IN	$622.05	office supplies	Yes	07/22/2011	

TOTALS		
Transactions for Card: ************[redacted]	Transactions: 7	You spent: $1,314.68
		Amt Reconciled: $1,314.68

Cardholder Signature: ______________________ Date: __________

Immediate Supervisor: ______________________ Date: __________

Date Printed: Fri, July 22, 2011 09:06:29AM

2011 Pca

AJ STATIONERS OF DC, INC.
SUITE 100-207
1220 L STREET NW
WASHINGTON DC 20005

Pick List #
720207-0

* THIS IS YOUR *
* INVOICE *

Custo

Date:

Ship to:
ROUTE 20
18930-TU-FINANCIAL SERVICES
CUBICLE 426A
ADMINISTRATION BLDG
TOWSON MD 21252

3

Sold to:
18930-TU-FINANCIAL SERVICES
VICTORIA NAPPER
8000 YORK RD
TOWSON MD 21252

PICK LIST # 720207-0

Customer PO#	Order Date 07/13/11	OT# 119	Page 1
Salesperson: RUSTY BALAZE	Ship Date / /	Packer	

Bin#	Stock Number	Order	Ship	B/O	UM	Description	Un Price	Extended
SPAR	SPR 21934	10	10		ST	INDEX,PRO CLR TAB,1-15	7.931	79.31
SPAR	FEL 36055	1	1		CT	BAG,SHREDDER,PLAS,60GAL,CLR	57.590	57.59
HOR1	BRT TN350	2	2		EA	TONER,LSR,CRG,MFC-7220	63.990	127.98
****	UNV 00700	2	2		EA	REMOVER,STAPLE	.945	1.89
****	KLF 1524E	46	46		EA	POCKETFILE,LTR,3.5"EXP,BULK	.540	24.84
XXXX	KLF 1524E	4		4	EA	POCKETFILE,LTR,3.5"EXP,BULK	.540	.00
****	UNV 10220	3	3		DZ	CLIP,BINDER,LRG	3.990	11.97
****	GOJ 965212EA	10	10		EA	SANITIZER,HAND,PURELL,BTL,8OZ	4.990	49.90
HOR1	HEW CE505A	3	3		EA	TONER,LSR,F/HP P2035/2055,BLK	88.990	266.97
****	KLF 11008	5	5		ST	INDEX,3RG,8TAB,11X8.5,RCY,CLEA	.320	1.60

~~only [illegible]~~

Federal Tax ID# 52-1892690
THIS IS YOUR ONLY INVOICE

Sub Total	Tax	Total
622.05		
PAID VIA CREDIT CARD=====>		622.05

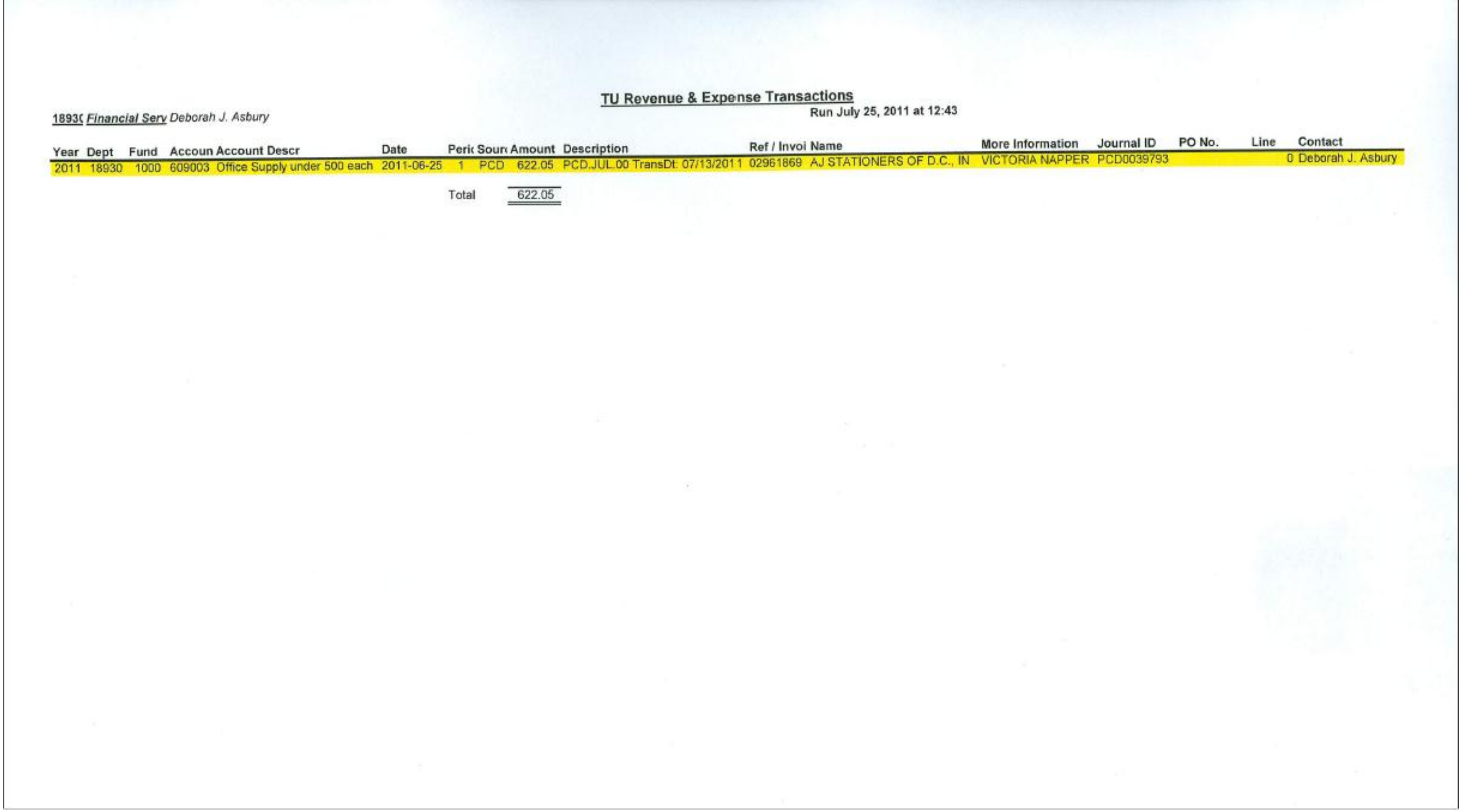
RETURN POLICY

ALL RETURNS ARE SUBJECT TO RE-STOCKING CHARGES
MERCHANDISE MUST BE PHONED IN WITHIN 10 DAYS
NO RETURNS ACCEPTED WITHOUT AUTHORIZATION (MRA#)
SPECIAL ORDERS ARE NOT RETURNABLE
MERCHANDISE MUST BE IN ORIGINAL CARTON OR PACKAGING

RETURN PROCEDURES

PLEASE HAVE THE FOLLOWING INFORMATION AVAILABLE
1. PRODUCT DESCRIPTION AND STOCK NUMBER
2. DATE RECEIVED
3. ORDER NUMBER (PICK LIST OR INVOICE NUMBER)
4. PICK-UP LOCATION

TERMS: NET 30 (UNLESS OTHERWISE STATED)



TU Revenue & Expense Transactions

Run July 25, 2011 at 12:43

18930 *Financial Serv* *Deborah J. Asbury*

Year	Dept	Fund	Accoun	Account Descr	Date	Peri	Sour	Amount	Description	Ref / Invoi	Name	More Information	Journal ID	PO No.	Line	Contact
2011	18930	1000	609003	Office Supply under 500 each	2011-06-25	1	PCD	622.05	PCD.JUL.00 TransDt: 07/13/2011	02961869	AJ STATIONERS OF D.C., IN	VICTORIA NAPPER	PCD0039793		0	Deborah J. Asbury
						Total		622.05								

Department being Charged/Debited

Once the department being charged receives the packet, they will fill in the left side of the invoice

1. Enter the 5-digit Department ID or the 7-digit grant/project number
    a. This is where you want the expense to hit
2. Fill in the account number
    a. The account number should pertain to the description listed below. i.e.: if you are purchasing toner, code the account under 609003 (Office Supplies Under $500).

****Do not code the expense "where you have money." The Chart-of-Accounts was designed to keep track of expenses. At the end of the fiscal year, Fiscal Planning and Services needs to report the money spent to the state, capturing true expenses correctly helps with future budgeting projections and financial presentation. ****

3. Keep the Canary Copy
4. Once you have filled out the form, forward the PACKET, with the **original copy** of the invoice to Financial Services for review.

The packet will look like this:

TOWSON
UNIVERSITY

TOWSON UNIVERSITY FINANCIAL SERVICES
INTERDEPARTMENTAL INVOICE

Date 07/25/2011

Invoice No. 44835

DEPARTMENT BEING CHARGED

Department Name: University Budget Office

DEPT ID/ GRANT#	ACCOUNT	AMOUNT
18940	609003	63.99

CLASS/INITIATIVE: ______

Total 63.99

Department Head Signature

Jane Doe
Print Name

07/25/2011
Date

DEPARTMENT BEING CREDITED

Department Name: Financial Services

DEPT ID/ GRANT#	ACCOUNT	AMOUNT
18930	609003	63.99

FINANCIAL

CL

63.99

Department Head Signature

John Doe
Print Name

07/25/2011
Date

This number matches the “Detailed Description” portion of the invoice.

Signature

Amounts MUST MATCH

Date	Detailed description of Item(s) or Service	Amount
7/13/2011	Purchased toner for University Budget Office— Card holder: Victoria Napper Original transaction amount: $622.05 Vendor: AJ Stationers	63.99

USE FOR INTERDEPARTMENTAL BILLINGS ONLY

Procedures: After preparation, obtain Department head signature, retain pink copy for your re copies to department being charged for signature. Department being charged retai white copy (original) to Financial Services within 5 working days.

Financial Services receives original copy

FINANCIAL SERVICES – WHITE COPY
DEPARTMENT BEING CHARGED – CANARY COPY
DEPARTMENT BEING CREDITED – PINK COPY

Transaction Reconciliation for Billing Period: 8176
Month: July
Start Date of Billing Period: 06/26/2011
End Date of Billing Period: 07/25/2011

Napper, Victoria Speedtype: 18930 Financial Services

Post Date	Trans Date	Merchant	Amount	Description: Quantity/Model Number	Reconciled?	Reconciled Date	Comments
06/27/2011	06/24/2011	WORKFLOWONE	$328.35	cheques for working fund	Yes	07/22/2011	
06/27/2011	06/24/2011	AJ STATIONERS OF D.C., IN	$235.55	office supplies	Yes	07/22/2011	
06/29/2011	06/27/2011	PRUDENCE CORPORATION DBA	$50.00	paper shredding	Yes	07/22/2011	
06/30/2011	06/29/2011	FEDEX 874461283947	$18.74	FedEx for AP	Yes	07/22/2011	
06/30/2011	06/28/2011	AJ STATIONERS OF D.C., IN	$41.87	office supplies	Yes	07/22/2011	
07/14/2011	07/13/2011	FEDEX 874461283936	$18.12	FedEx for AP	Yes	07/22/2011	
07/18/2011	07/14/2011	AJ STATIONERS OF D.C., IN	$622.05	office supplies	Yes	07/22/2011	

TOTALS		
Transactions for Card: *************[redacted]	Transactions: 7	You spent: $1,314.68
		Amt Reconciled: $1,314.68

Cardholder Signature: ______________________________ Date: __________

Immediate Supervisor: ______________________________ Date: __________

Date Printed: Fri, July 22, 2011 09:06:29AM

2011 Pca

AJ STATIONERS OF DC, INC.
SUITE 100-207
1220 L STREET NW
WASHINGTON DC 20005

Pick List #
720207-0

* THIS IS YOUR *
* INVOICE *

Custo

Date:

Ship to:
ROUTE 20
18930-TU-FINANCIAL SERVICES
CUBICLE 426A
ADMINISTRATION BLDG
TOWSON MD 21252

3

Sold to:
18930-TU-FINANCIAL SERVICES
VICTORIA NAPPER
8000 YORK RD
TOWSON MD 21252

PICK LIST # 720207-0

Customer PO#	Order Date 07/13/11	OT# 119	Page 1
Salesperson: RUSTY BALAZE	Ship Date / /	Packer	

Bin#	Stock Number	Order	Ship	B/O	UM	Description	Un Price	Extended
SPAR	SPR 21934	10	10		ST	INDEX,PRO CLR TAB,1-15	7.931	79.31
SPAR	FEL 36055	1	1		CT	BAG,SHREDDER,PLAS,60GAL,CLR	57.590	57.59
HOR1	BRT TN350	2	2		EA	TONER,LSR,CRG,MFC-7220	63.990	127.98
****	UNV 00700	2	2		EA	REMOVER,STAPLE	.945	1.89
****	KLF 1524E	46	46		EA	POCKETFILE,LTR,3.5"EXP,BULK	.540	24.84
XXXX	KLF 1524E	4		4	EA	POCKETFILE,LTR,3.5"EXP,BULK	.540	.00
****	UNV 10220	3	3		DZ	CLIP,BINDER,LRG	3.990	11.97
****	GOJ 965212EA	10	10		EA	SANITIZER,HAND,PURELL,BTL,8OZ	4.990	49.90
HOR1	HEW CE505A	3	3		EA	TONER,LSR,F/HP P2035/2055,BLK	88.990	266.97
****	KLF 11008	5	5		ST	INDEX,3RG,8TAB,11X8.5,RCY,CLEA	.320	1.60

~~only [illegible]~~ ③

Federal Tax ID# 52-1892690
THIS IS YOUR ONLY INVOICE

Sub Total	Tax	Total
622.05		
PAID VIA CREDIT CARD=====>		622.05

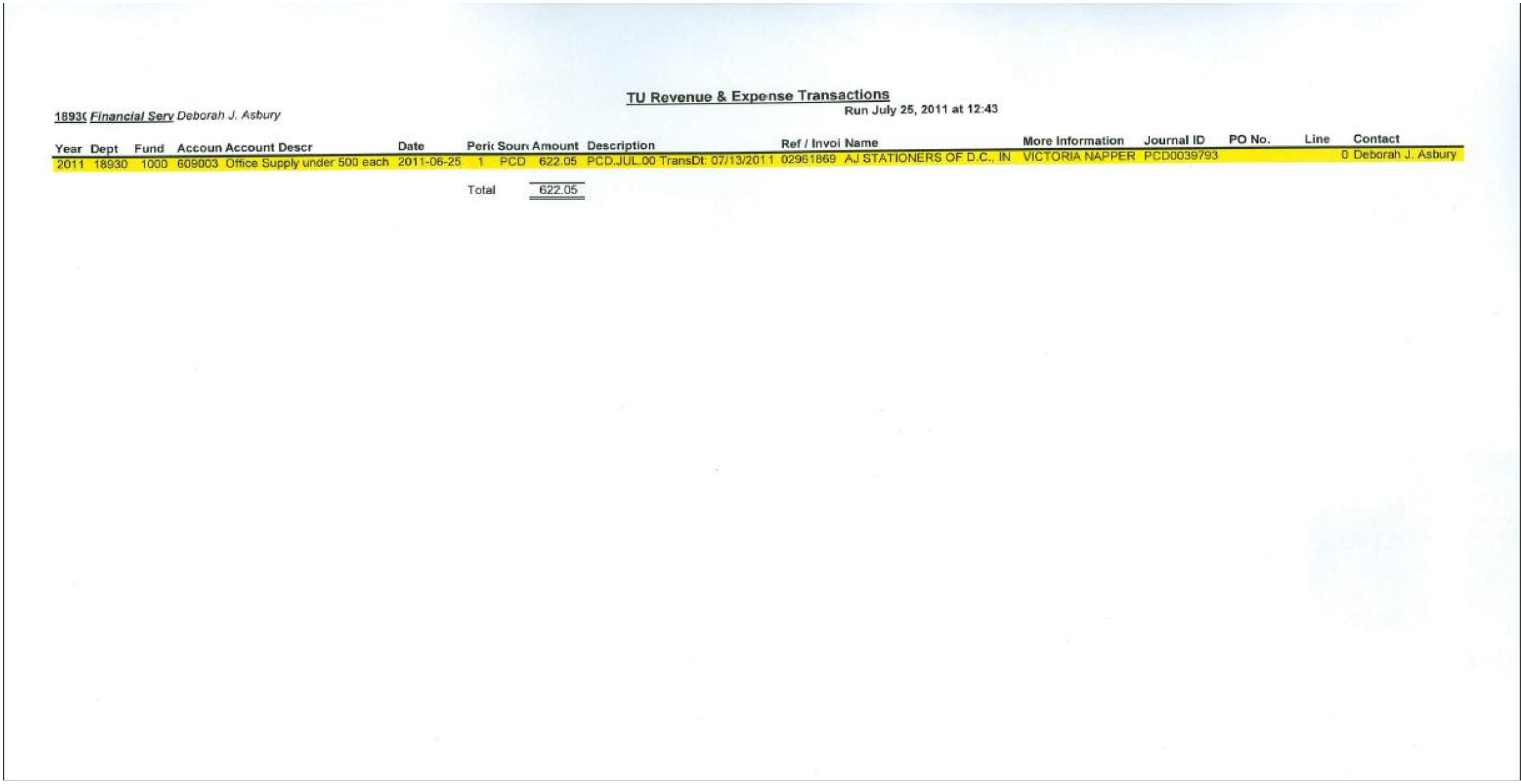
RETURN POLICY

ALL RETURNS ARE SUBJECT TO RE-STOCKING CHARGES
MERCHANDISE MUST BE PHONED IN WITHIN 10 DAYS
NO RETURNS ACCEPTED WITHOUT AUTHORIZATION (MRA#)
SPECIAL ORDERS ARE NOT RETURNABLE
MERCHANDISE MUST BE IN ORIGINAL CARTON OR PACKAGING

RETURN PROCEDURES

PLEASE HAVE THE FOLLOWING INFORMATION AVAILABLE
1. PRODUCT DESCRIPTION AND STOCK NUMBER
2. DATE RECEIVED
3. ORDER NUMBER (PICK LIST OR INVOICE NUMBER)
4. PICK-UP LOCATION

TERMS: NET 30 (UNLESS OTHERWISE STATED)



TU Revenue & Expense Transactions

Run July 25, 2011 at 12:43

18930 *Financial Serv* *Deborah J. Asbury*

Year	Dept	Fund	Accoun	Account Descr	Date	Peric	Sour	Amount	Description	Ref / Invoi	Name	More Information	Journal ID	PO No.	Line	Contact
2011	18930	1000	609003	Office Supply under 500 each	2011-06-25	1	PCD	622.05	PCD.JUL.00 TransDt: 07/13/2011	02961869	AJ STATIONERS OF D.C., IN	VICTORIA NAPPER	PCD0039793		0	Deborah J. Asbury
						Total		622.05								

Providing service for another department

1. Request an interdepartmental invoice from Victoria Napper
2. Notice: all fields **MUST** be filled in
    a. Date

The date you are filling out the interdepartmental invoice

b. Invoice Number

This number is automated. YOU MUST NEVER CHANGE THIS NUMBER

c. Department Name

This is the name of your department

d. Department ID/Grant #

This is the 5-digit number associated with your department or the 7-digit number associated with your grant/project

e. Account

This is the 6-digit number that is associated with the services you provided; the account number must match the description of the services.

Departments are not allowed to debit/credit a payroll account number (501XXX, or 502XXX) when using an interdepartmental invoice (this includes ALL labor costs)! IF IN FACT, the payroll does belong to another department, you will contact Lorraine Hart in the Payroll office.

You will want to email her at: lhart@towson.edu and provide her with information about the services rendered. The DETAILED information will include:

- Why the expense should be debited to the other department (THIS MUST BE DETAILED).
- The name of the person who offered the services
- The department/grant (5-digit department number or 7-digit grant/project number) where the individual is **CURRENTLY** being paid from
- The department/grant (5-digit department number or 7-digit grant/project number) where the individual **SHOULD** be paid to.
- The amount that needs to be reallocated

If you are having portraits taken by the campus photographers, Kanji Takeno or Desiree Stover, your department will USE account number 608009 (Bookbinding Photographic).

If the department is providing on-campus technical support, stage management services, or key-note speakers, for events that takes place on campus, your department will USE account number 608224 (Other Services).
If the department is providing off-campus technical support (a technician who is not a Towson employee), stage management services (a stage manager that is not a Towson employee), or key-note speakers (that are not Towson employees) for an event on campus, your department will USE account number 608223 (Outside Services Other).

If your department provides equipment/supplies necessary for the event, LIST the equipment/supplies used. If you provided a lot of equipment, make a short list and attach it to your packet. All parties should be notified of the equipment being used. If your department is

charging for housekeeping supplies (brooms, mops, etc) that CANNOT be replaced, USE account number 609012 (Housekeeping supplies). If your department is charging for cleaning supplies (Windex, cleaning supplies, etc), then USE account number 609009 (Building Household Supplies). If you are unsure about what account to use, please call the PeopleSoft Financials Help Line at 4-2188. If your department has provided audio-visual equipment/supplies, USE account 609021 (Instructional, Vocational, Audiovisual Supplies).

f. Amount

This is the amount that is being debited/credited

g. Department Head Signature (see note)

****This signature does not have to be the "Department Head," it can be the person responsible for monitoring the budget for the department. ****

****If you are not authorized to sign for your department and you should be, follow the link listed below. Fill out the required information, sign the form, have your department head sign the form, and forward the printed copy to Bill Meagher in Financial Services. ****

Authorized Signature Form

h. Print name (this must be legible)

This helps identify the signer

i. Date

Date you signed the invoice

j. Detailed description of Items or Services

This must be a detailed!!! If you are holding an event on campus, put the name of the event, attach a flyer of the event (if possible), and list ALL the services that your department performed. If your department provided supplies for the event, make a list of the supplies; if your list is too long, make a list of the supplies your department provided and attach to your packet (all departments need to be notified of the equipment/supplies they are being charged for). Refer to step "e" above. If this information is not filled out correctly, Financial Services WILL send the document back.

k. Date

This will be the date of the event

3. If you are the department offering the services, you will be the "Department Being Credited." The information should be filled out on the right side of the code block.
4. Keep the **PINK** copy and forward the remaining two copies to the department being charged
    a. Attach 2 copies of the back-up documentation
5. Forward the White Copy and Canary Copy of the interdepartmental invoice (DO NOT SEPARATE) to the department you are charging.
    a. Your packet (if applicable) will contain the following information:
        i. Interdepartmental Invoices
        ii. Flyer (if applicable)
        iii. List of equipment/supplies being charged (if applicable)

**If the packet is not complete, it will be sent back to the department! **

The packet will look like this:

TOWSON
UNIVERSITY

TOWSON UNIVERSITY FINANCIAL SERVICES
INTERDEPARTMENTAL INVOICE

Date 7/29/2011

Invoice No. 44835

This name MUST match your Department ID

DEPARTMENT BEING CHARGED

Department Name:

DEPT ID/ GRANT#	ACCOUNT	AMOUNT

CLASS/INITIATIVE:

Total

Department Head Signature

Date

DEPARTMENT BEING CREDITED

Department Name: Financial Services

DEPT ID/ GRANT#	ACCOUNT	AMOUNT
18930	608224	327.00
18930	609021	12.00

5-digit or 7-digit ONLY

This account number should match the description provided below. Do not put this credit "where you need money"

FINANCIAL
CLASS/INITIATIVE:

Total 339.00

This amount MUST add up

Signature

Department Head Signature

PRINT your name legibly

John Doe
Print Name

07/29/2011
Date

Date of Event

Date	Detailed description of Item(s) or Service	Amount
7/13/2011	"How to Budget" event. Financial Services provided technical support to the University Budget Office for presentation. Financial Services provided cable cord for projector (University Budget Office kept the cord).	339.00

When filling out the "Detailed Description", print legibly. This will eliminate confusion between departments and be as DETAILED as possible.

USE FOR INTERDEPARTMENTAL BILLINGS ONLY

Procedures: After preparation, obtain Department head signature, retain pink copy for your records, and send remaining two copies to department being charged for signature. Department being charged retains canary copy and forwards white copy (original) to Financial Services within 5 working days.

FINANCIAL SERVICES – WHITE COPY
DEPARTMENT BEING CHARGED – CANARY COPY
DEPARTMENT BEING CREDITED – PINK COPY

INVOICE

Financial Services

800 York Road
Towson, MD 21252
Phone (410) 704-2188 Fax (410) 704-3908

INVOICE #[**100**]
DATE: APRIL 12, 2012

To:
University Budget Office
Towson University
8000 York Road
Baltimore, MD 21212

For:
“How to Budget”

DESCRIPTION	HOURS	RATE	AMOUNT
“How to Budget” event. Financial Services provided technical support to the University Budget Office for presentation.	3.00	100.00	300.00
Cable cord for projector			39.00
		TOTAL	339.00

Department being Charged/Debited

Once the department being charged receives the packet, they will fill in the left side of the invoice

1. Enter the 5-digit Department ID or the 7-digit grant/project number
    a. This is where you want the expense to hit
2. Fill in the account number
    a. Refer to section "e"

****Do not code the expense "where you have money." The Chart-of-Accounts was designed to keep track of expenses. At the end of the fiscal year, Fiscal Planning and Services needs to report the money spent to the state, capturing true expenses correctly helps with future budgeting projections and financial presentation. ****

3. Keep the Canary Copy
4. Once you have filled out the form, forward the PACKET, with the **original copy** of the invoice and packet (if available), to Financial Services for review.

The packet will look like this:

TOWSON
UNIVERSITY

TOWSON UNIVERSITY FINANCIAL SERVICES
INTERDEPARTMENTAL INVOICE

Date 07/29/2011

Invoice No. 44835

DEPARTMENT BEING CHARGED			DEPARTMENT BEING CREDITED		
Department Name: University Budget Office			Department Name: Financial Services		
DEPT ID/ GRANT#	ACCOUNT	AMOUNT	DEPT ID/ GRANT#	ACCOUNT	AMOUNT
18940	608224	327.00	18930	608224	327.00
18940	609021	12.00	18930	609021	12.00
			FINANCIAL		
CLASS/INITIATIVE:			CLASS/INITIATIVE:		
	Total	339.00			339.00

This number matches the "Detailed Description" portion of the invoice.

Amounts MUST MATCH

Signature

Department Head Signature		Department Head Signature	
Jane Doe	07/29/2011	John Doe	07/29/2011
Print Name	Date	Print Name	Date

Date	Detailed description of Item(s) or Service	Amount
07/13/2011	"How to Budget" event. Financial Services provided technical support to the University Budget office for presentation. Financial Services provided cable cord for projector (University Budget Office kept the cord).	339.00

USE FOR INTERDEPARTMENTAL BILLINGS ONLY

Procedures: After preparation, obtain Department head signature, retain pink copy for yo copies to department being charged for signature. Department being charged white copy (original) to Financial Services within 5 working days.

Financial Services receives original copy

FINANCIAL SERVICES – WHITE COPY
DEPARTMENT BEING CHARGED – CANARY COPY
DEPARTMENT BEING CREDITED – PINK COPY

INVOICE

Financial Services

800 York Road
Towson, MD 21252
Phone (410) 704-2188 Fax (410) 704-3908

INVOICE #[**100**]
DATE: APRIL 12, 2012

To:
University Budget Office
Towson University
8000 York Road
Baltimore, MD 21212

For:
“How to Budget”

DESCRIPTION	HOURS	RATE	AMOUNT
“How to Budget” event. Financial Services provided technical support to the University Budget Office for presentation.	3.00	100.00	300.00
Cable cord for projector			39.00
		TOTAL	339.00

This page is intentionally left blank

Receiving Credit from the Provost Office:

1. Request an interdepartmental invoice from Victoria Napper
2. Notice: all fields **MUST** be filled in
    a. Date

The date you are filling out the interdepartmental invoice

b. Invoice Number

This number is automated. YOU MUST NEVER CHANGE THIS NUMBER

c. Department Name

This is the name of your department

d. Department ID/Grant #

This is the 5-digit number associated with your department or the 7-digit number associated with your grant/project

e. Account

Once the department has purchased the advertisement for Faculty and Staff recruitment on your Procurement Card, the department MUST reallocate the expense; reallocate the charge to account number 608003 (Advertise Faculty Staff Recruitment).

f. Amount

This is the amount that is being debited/credited

g. Department Head Signature (see note)

****This signature does not have to be the "Department Head," it can be the person responsible for monitoring the budget for the department. ****

****If you are not authorized to sign for your department and you should be, follow the link listed below. Fill out the required information, sign the form, have your department head sign the form, and forward the printed copy to Bill Meagher in Financial Services. ****

Authorized Signature Form

h. Print name (this must be legible)

This helps identify the signer

i. Date

Date you signed the invoice

j. Detailed description of Items or Services

This must be a detailed!!! If you used a procurement card, provide the name of the card holder, the date of the transaction, the ORINGINAL AMOUNT of the transaction, and the vendor. This makes it easier for Financial Services to locate the information. If this information is not filled out correctly, Financial Services will send the document back.

        k. Date

The original transaction date

3. If you are the department that has purchased the item and want to be reimbursed, you will be the “Department Being Credited.” The information should be filled out on the right side of the code block.
4. Keep the **PINK** copy and forward the remaining two copies to the department being charged
    a. Attach 2 copies of the back-up documentation
5. Forward the White Copy and Canary Copy of the interdepartmental invoice (DO NOT SEPARATE) to the department you are charging.
    b. Your packet will contain the following information:
        i. Interdepartmental Invoices
        ii. All the documentation from the posting
        iii. A copy of your Procurement Card Reconciliation Sheet with the transaction highlighted
        iv. Print a copy from the reallocation screen, highlighting the transaction
        v. IF THE TRANSACTION HAS BEEN POSTED TO PEOPLESOFT, you will need to provide a copy of the DAT (Detailed All Transaction) Report, with the transaction highlighted

**If the packet is not complete, it will be sent back to the department! **

Refer to pages 8-11 for packet information

TOWSON UNIVERSITY

Financial Services
PeopleSoft Financials

Towson University
8000 York Road
Towson, MD 21252-0001

Campus Address: 7720 York Road, 4th Floor
Phone: 410-704-2347
Fax: 410-704-3908

PSTeam@towson.edu