

White - Accounting  
 Canary - Dept (Charged)  
 Pink - Dept (Credit)

# Mississippi Valley State University

## INTERDEPARTMENTAL INVOICE

(FOR CAMPUS USE ONLY)

JOURNAL VOUCHER No. \_\_\_\_\_

IND # \_\_\_\_\_

DATE: \_\_\_\_\_

CHARGE	TO DEPARTMENT RECEIVING SERVICES OR MATERIALS	CREDIT	TO DEPARTMENT FURNISHING SERVICES OR MATERIALS		
DEPARTMENT		DEPARTMENT			
BANNER ORG.#		BANNER ORG.#			
QUANTITY	DESCRIPTION OF GOODS OR SERVICES, INCLUDING DATES OF SERVICE	ESTIMATE UNIT PRICE	ESTIMATE TOTAL	ACTUAL UNIT PRICE	ACTUAL TOTAL
TOTAL					

\_\_\_\_\_ Date \_\_\_\_\_  
 Department Chair/Project Director

\_\_\_\_\_ Date \_\_\_\_\_  
 OSP / Title III / Private Grants Director

\_\_\_\_\_ Date \_\_\_\_\_  
 Area Vice President (refer to Approval Limit Schedule)

\_\_\_\_\_ Date \_\_\_\_\_  
 Budget Officer

\_\_\_\_\_ Date \_\_\_\_\_  
 VP for Business & Finance (refer to Approval Limit Schedule)

\_\_\_\_\_ Date \_\_\_\_\_  
 President (refer to Approval Limit Schedule)

**For Property Accountability Use Only**

Deliver To:

Building \_\_\_\_\_ Room \_\_\_\_\_

Delivery Date \_\_\_\_\_

Received By \_\_\_\_\_ Delivered By \_\_\_\_\_