

# INTERDEPARTMENTAL PAYMENT REQUEST

This "Interdepartmental Payment Request" form is to be used for:

1. PAYMENT FOR "PURCHASE OF ITEMS BETWEEN DEPARTMENTS":

A "signed" invoice or charge ticket must be attached.

2. PAYMENT FOR THE FOLLOWING REGARDLESS OF COST:

Print Shop

School Nutrition – Maintenance

Trip charges for SCBOE buses

School Nutrition – Snack Program Charges

*Interdepartmental payments do not require purchase orders. However, if the funding source is federal, the department may choose to do a PO to encumber the funds. If the department chooses to issue a PO, the department is required to attach a copy of the PO to the Interdepartmental Payment Request form.*

INTERDEPARTMENTAL PAYMENT REQUESTS ARE NOT DESIGNED FOR PLACING ORDERS.

DEPARTMENT \_\_\_\_\_

AMOUNT

\$ \_\_\_\_\_

COMPLETE  
BUDGET CODE

— — — — —  
Fund - Sub Fund - Major Category - Dept - Location - Entity - Object - Program Code

COMMENTS / BRIEF DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Supervisor Approval Signature)

ATTACH THE ORIGINAL INVOICE, TRIP CHARGES, MAINTENANCE CHARGES, SNACK CHARGES, ETC.

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

Revised 09/15/17