

Eastern Washington University
Interdepartmental Purchase Order and Invoice

Requisition Date _____
Date Needed _____

Deliver to (Building/Room): _____
Telephone No: _____

	Charge to:	71400			
Requesting Department	Index	Account	Received by	Date	
Computer Support	Credit to: 200327	58100			
Supplying Dept.	Index	Account	Completed by	Date	

Item Number	For Supplying Dept.		Description	Quantity	Unit	Supplying Dept. Use Only	
	Delivered	Back Order				Unit Cost	Total Cost
1			Office Mac 2008 (731-01678)	1	ea	\$41.4	\$41.40
2			Tax @8.6%	1	ea	\$3.56	\$3.56
Total Charges							\$44.96

The requisitioning department hereby authorizes the "Supplying" department to provide it with the services and merchandise ordered above – with the understanding that the accounting office is authorized to charge and credit the affected department accounts for cost, based on formulae which have been approved by the administration. Notice of completion of services rendered or merchandise delivered will be sent to the requisitioning department in the form of a copy of the invoice then forwarded to the accounting office. Charges will be made in the month the transaction is completed.

Requested by _____ Approved by _____
Controller

Approved by _____ Approved by _____ Approved by _____
Budget Authority Vice President for Business and Finance Other