

Northwestern State University of Louisiana
INTERDEPARTMENTAL INVOICE

Charge Budget Unit Title: _____ Index No: _____ Account No: _____ FY: _____

Credit Budget Unit Title: _____ Index No: _____ Account No: _____ Date: _____

| Item | Qty Requested | UOM | Estimated Total Price | Description of Goods and Services | Qty Delivered | UOM | Unit Price | Actual Total Cost |
|-------------------|---------------|-----|-----------------------|-----------------------------------|---------------|-----|------------|-------------------|
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| | | | | | | | | |
| Total Cost | | | | | | | | |

Requested by _____
 Budget Unit Head - Buyer _____ Date _____

Filled by _____
 Budget Unit Head - Seller _____ Date _____

Approved by _____
 Approving Agent - Buyer _____ Date _____

Approved by _____
 Approving Agent - Seller _____ Date _____

Received by _____
 Budget Unit Head - Buyer _____ Date _____

Document Text Exist: Y or N

Transaction Date: _____

Document Total: _____

| SEQ | JV TYPE | INDEX | FUND | ORG | ACCOUNT | PROGRAM | DD / MM / YY | | AMOUNT | D/C | DESCRIPTION |
|-----|---------|-------|------|-----|---------|---------|--------------|----------|--------|-----|-------------|
| | | | | | | | Action P-T-A | BANK NO. | | | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |

Approved by _____
 Business Affairs Approval _____ Date _____

Entered by _____
 Business Affairs _____ Date _____

Verified by _____
 Business Affairs _____ Date _____