

## Interdepartmental Invoice

Date: \_\_\_\_\_

Reference #: \_\_\_\_\_  
 \_\_\_\_\_

Department: \_\_\_\_\_ (Rendering service or furnished material)

Department: \_\_\_\_\_ (Receiving service or material)

Deliver to: \_\_\_\_\_ Building/Room Number: \_\_\_\_\_

Quantity	Description	Unit	Amount
<b>Total</b>			

Debit Account:	Amount		Credit Account:	Amount
<b>Receiving Service</b>			<b>Rendering Service</b>	

\_\_\_\_\_  
 Head of Department

\_\_\_\_\_  
 Dean or Director

\_\_\_\_\_  
 Head of Department

\_\_\_\_\_  
 Dean or Director