



## Interdepartmental Invoice Form

**Instructions:** Please fill in the information below, print two copies, and obtain approving signatures. Bring both copies with you to the retail location of which one copy needs to be handed to the cashier at time of check-out. Cashiers cannot accept incomplete forms.

<b>Reference #:</b>	
<b>Date:</b>	

<b>Requestor Name:</b>	
<b>Requestor Dept:</b>	
<b>Requestor Phone:</b>	
<b>Requestor NetID:</b>	
<b>Requestor GUID:</b>	

Worktag Information of Department Purchasing Goods or Services						
Cost Center*	Fund*	Purpose*	Program*	Grant/Gift	Assignee	Project

\* Denotes a required worktag

<b>Account*</b>	<b>Spend Category*</b>

<b>Amount</b>

Description of Goods Received or Services Provided and Business Purpose

Up to \$2,500: <u>Cost Center</u> <u>Manager of</u> Department	<b>Name:</b>	
	<b>Phone #:</b>	
	<b>NetID:</b>	
	<b>Signature:</b>	

Up to \$15,500: <u>Business</u> <u>Manager of</u> Department	<b>Name:</b>	
	<b>Phone #:</b>	
	<b>NetID:</b>	
	<b>Signature:</b>	

Up to \$50,000: <u>Senior</u> <u>Business</u> <u>Manager of</u> Department	<b>Name:</b>	
	<b>Phone #:</b>	
	<b>NetID:</b>	
	<b>Signature:</b>	

Provider Representative (See List on Right)	<b>Name:</b>	
	<b>Phone #:</b>	
	<b>NetID:</b>	
	<b>Signature:</b>	

**Please check the appropriate provider:**

- Bookstores (GUMC, GULC, SCS, M. C.)
- Campus Mail Services
- Cosi
- Dr. Mug
- Einstein's Bros. Bagel
- Epicurean
- Faculty Club Restaurant
- Georgetown Catering
- Hotel & Conference Center
- Hoya Court
- Leo's Dining Hall
- Starbucks
- Student Pub
- Sweet Yo
- The CORP