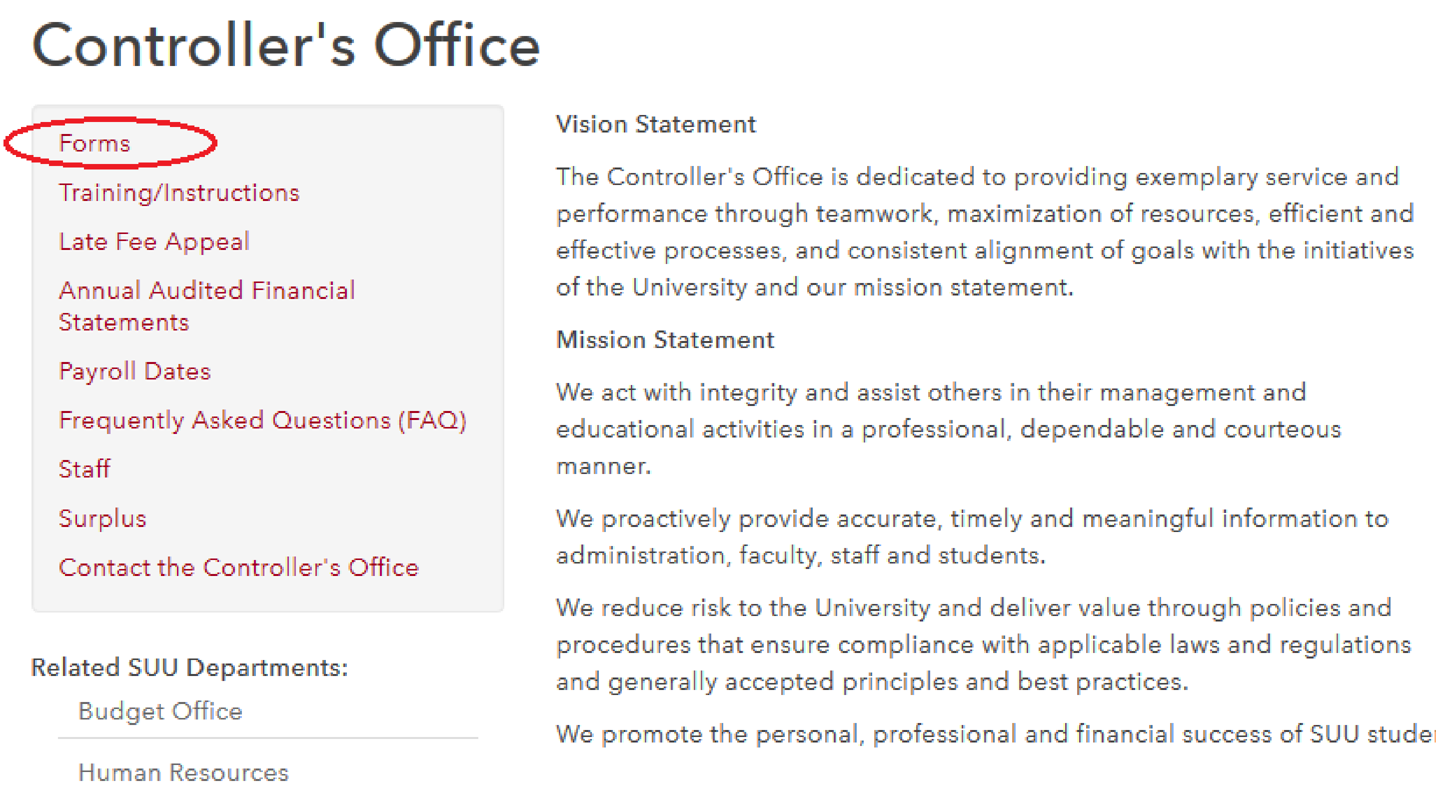
An Interdepartmental Invoice is when another department has provided goods or services to another department. The form is filled out so the department who provided the goods or service will get paid.

To fill out an Interdepartmental Invoice:

- ★ Go to the Controller’s Office website https://www.suu.edu/ad/controller/
- ★ Go to Form on the left hand side
  - ○ Circled in red in picture below



Controller's Office

- Forms
- Training/Instructions
- Late Fee Appeal
- Annual Audited Financial Statements
- Payroll Dates
- Frequently Asked Questions (FAQ)
- Staff
- Surplus
- Contact the Controller's Office

Related SUU Departments:

- Budget Office
- Human Resources

Vision Statement

The Controller's Office is dedicated to providing exemplary service and performance through teamwork, maximization of resources, efficient and effective processes, and consistent alignment of goals with the initiatives of the University and our mission statement.

Mission Statement

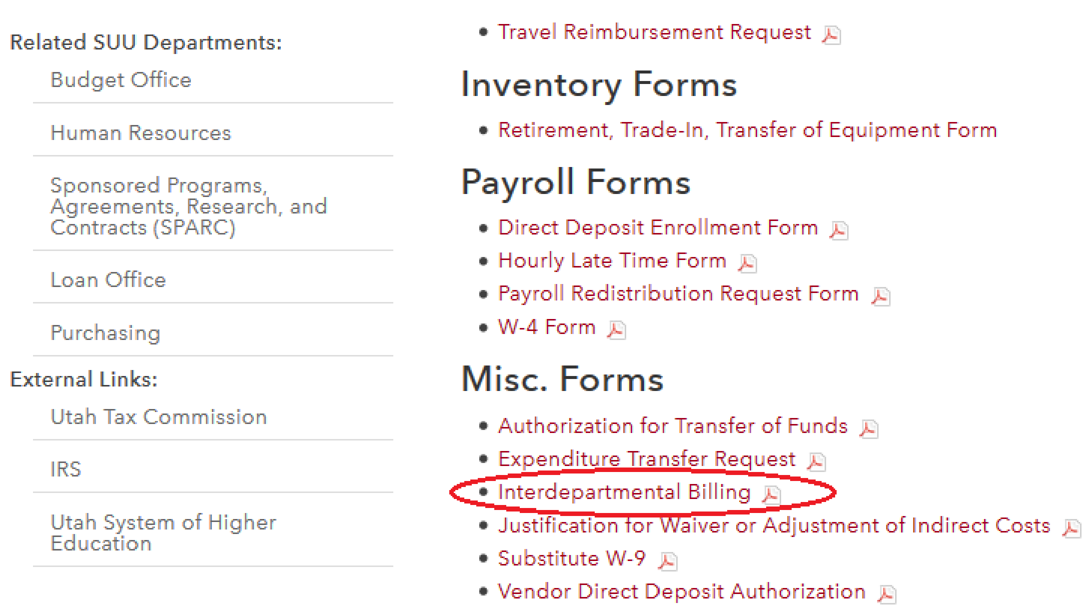
We act with integrity and assist others in their management and educational activities in a professional, dependable and courteous manner.

We proactively provide accurate, timely and meaningful information to administration, faculty, staff and students.

We reduce risk to the University and deliver value through policies and procedures that ensure compliance with applicable laws and regulations and generally accepted principles and best practices.

We promote the personal, professional and financial success of SUU stude

- ★ Under Misc. Forms select Interdepartmental Billing to download it
  - ○ Circled in red in the picture below



Related SUU Departments:

- Budget Office
- Human Resources
- Sponsored Programs, Agreements, Research, and Contracts (SPARC)
- Loan Office
- Purchasing

External Links:

- Utah Tax Commission
- IRS
- Utah System of Higher Education

- Travel Reimbursement Request

Inventory Forms

- Retirement, Trade-In, Transfer of Equipment Form

Payroll Forms

- Direct Deposit Enrollment Form
- Hourly Late Time Form
- Payroll Redistribution Request Form
- W-4 Form

Misc. Forms

- Authorization for Transfer of Funds
- Expenditure Transfer Request
- Interdepartmental Billing
- Justification for Waiver or Adjustment of Indirect Costs
- Substitute W-9
- Vendor Direct Deposit Authorization

★ Fill out the **"Invoice #" section (green arrow)**
  - If you don't have Invoice numbers you use to keep track of the invoices, leave it blank

★ Put in today's **Date (purple arrow)**

SOUTHERN UTAH UNIVERSITY
LEARNING LIVES FOREVER

Invoice #

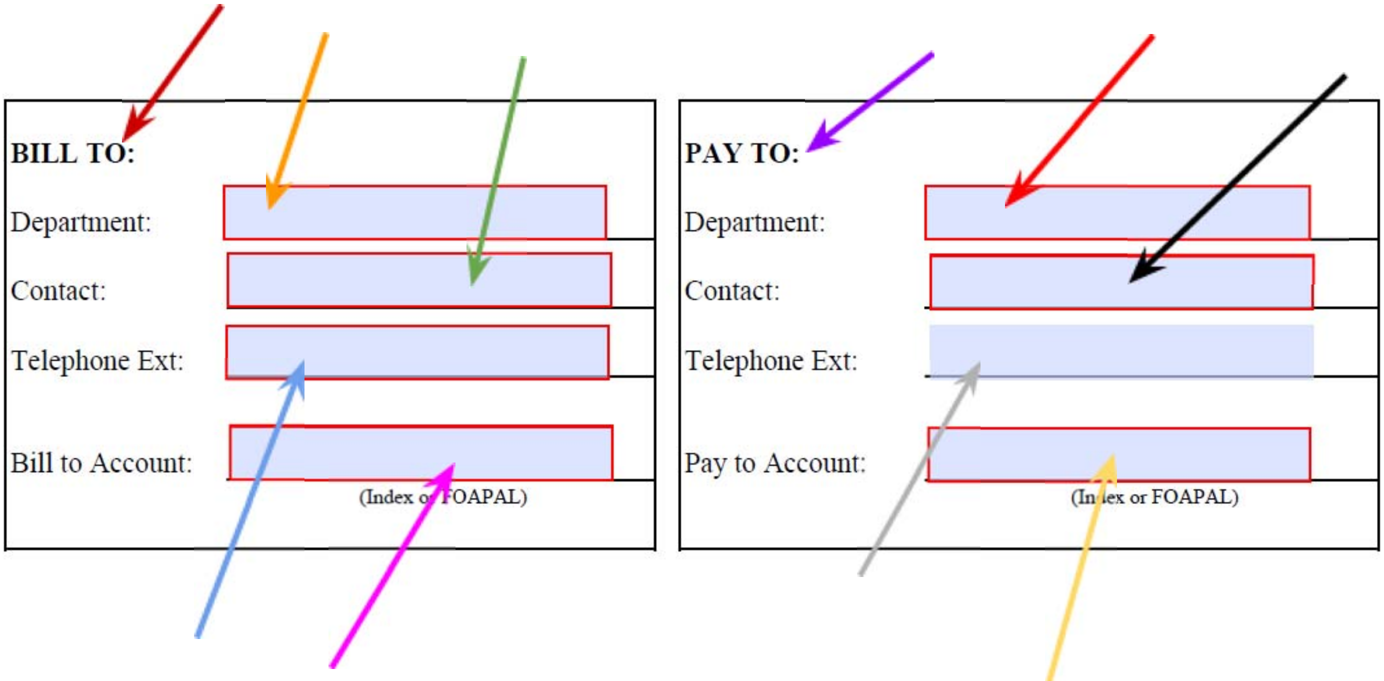
Date:

Interdepartmental Invoice

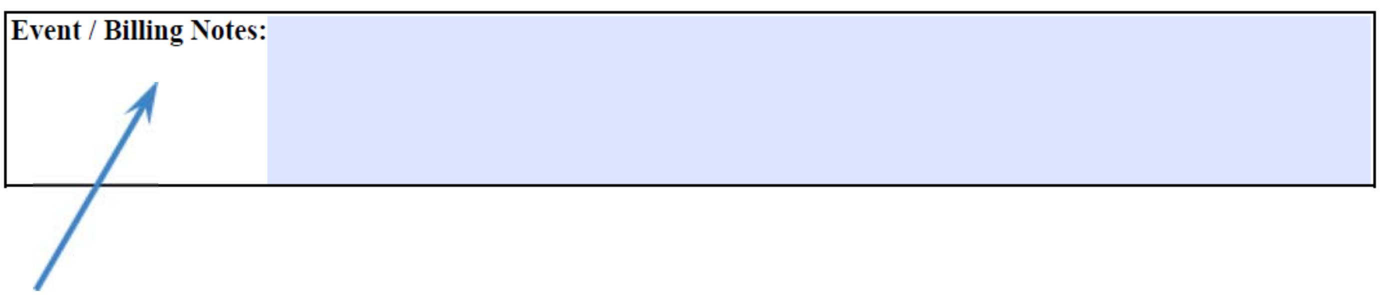
Use this form to bill another department for products or services provided by your department. Be sure to send a copy of this invoice to the department being billed and the Controller's Office. Also, provide any appropriate documentation to support each billing

★ Fill out the **"Bill To" section (red arrow)**
  - Pictured below is just the "Bill To" and "Pay To" sections of the Interdepartmental Invoice
  - **"Department" (orange arrow)** is where the name of the department that received the goods or services, the department who is paying the invoice, goes.
  - **"Contact" (green arrow)** is where the name of the person who is best to contact about the department account
  - **"Telephone Ext" (blue arrow)** is the contact person's telephone extension number
  - In the **"Bill to Account" field (pink arrow)** this is where the the FOAPAL (Fund, Organization, Account, Program, Activity, Location) or Index goes for the department that received the goods or services

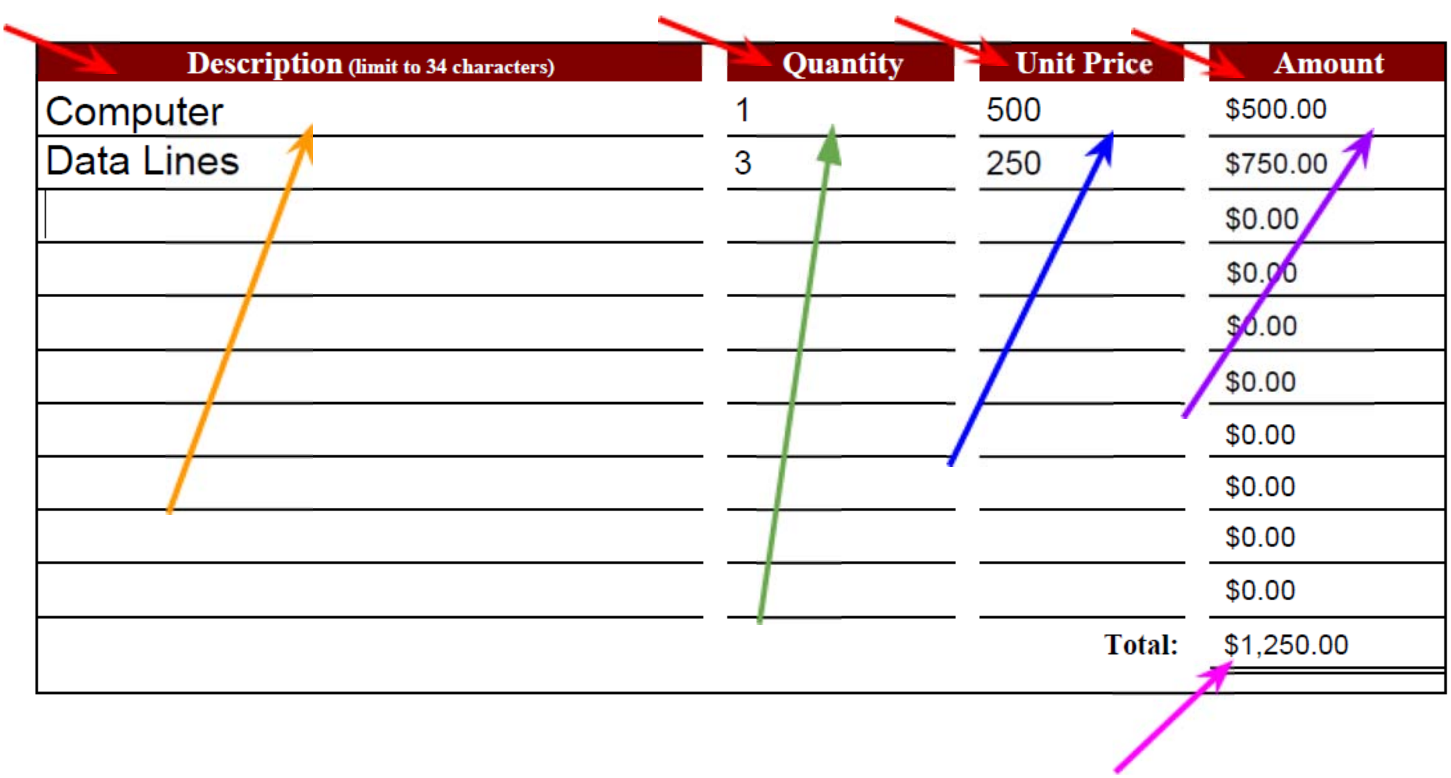
★ Fill out the **"Pay To" section (purple arrow)**
  - **"Department" (red arrow)** is where the name of the department that provided the goods or services, the department who is receiving the money, goes.
  - **"Contact" (black arrow)** is where the name of the person who is best to contact about the department account
  - **"Telephone Ext" (gray arrow)** is the contact person's telephone extension number
  - In the **"Pay to Account" field (yellow arrow)** this is where the the FOAPAL (Fund, Organization, Account, Program, Activity, Location) or Index goes for the department listed above who provided the goods or services.



- ★ Fill out the **“Event/Billing Notes” section (blue arrow)**
  - ○ Pictured below is just the “Event/Billing Notes” section of the Invoice
  - ○ Write the reason why this Interdepartmental Invoice is being created
    - ■ If there are more than ten (10) items you need to list:
      - ● Put them in an Excel spreadsheet
      - ● Write the reason for the Invoice in the “Event/Billing Notes” field

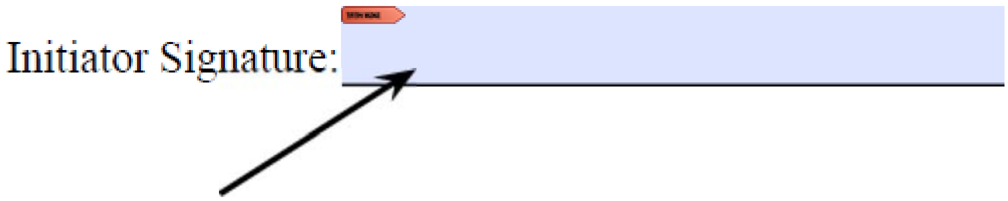


- ★ Fill out the **"Description, Quantity, Unit Price, Amount" section (red arrow)**
  - Pictured below is just the "Description, Quantity, Unit Price, Amount" section of the Invoice with an example filled in
  - In the **"Description" field (oragne arrow)** write what the goods or services was
    - If multiple goods that are different are received, put it on each line
      - Example: if the department received a new computer and had new data lines pulled for that computer from the IT department, the "Computer" would be written on the first line and "Data lines" would be written on the second line
    - If you created an Excel spreadsheet because there were more than ten (10) items, write "See attached spreadsheet" in the "Description" field
  - In the **"Quantity" field (green arrow)** fill out how many of each good or service was received
    - As in the above example, for the computer "1" would be put in the "Quantity" field
  - In the **"Unit Price" field (blue arrow)** fill how much the goods or services cost
    - For the computer, it would be "500"
  - Multiple the amount(s) in the "Quantity" field by the amount in the "Unit Price" field to get the total to go in the **"Amount" field (purple arrow)**
    - For the computer example, you would multiple the "1" and the "500" to get a total of $500.00 to be written in the "Amount" field
    - The form will automatically fill out the "Amount" field if the pdf downloaded from the Controller's website is still being used
    - If you created an Excel spreadsheet because there were more than ten (10) items, write the total amount of the spreadsheet in the **"Total" field (pink arrow)** at the bottom of the "Amount" column on the Invoice



Description (limit to 34 characters)	Quantity	Unit Price	Amount
Computer	1	500	$500.00
Data Lines	3	250	$750.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Total:	$1,250.00

- ★ Sign the form
  - Pictured below is only the **“Initiator Signature” field (black arrow)** of the Invoice



- ★ Email it ctrladmin@suu.edu
  - In the Subject line, write “Interdepartmental Invoice”
  - In the Text Box section, write that an Interdepartmental Invoice has been attached to the email and put your name at the end of the email so the person who gets the email knows who it is from
  - Attach the document to the email
  - If you created an Excel spreadsheet that goes with the Interdepartmental Invoice, attach it to the email as well
  - Hit Send