



# Interdepartmental Requisition & Journal Entry (IDR) Form Instructions

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## Interdepartmental Requisition & Journal Entry (IDR) Form Instructions

Interdepartmental Requisitions (IDRs) are journal entries used to record the sale of goods and/or services between two FSU departments. The [Interdepartmental Requisition & Journal Entry \(IDR\) form](#) is used by the buying department to requisition goods or services from FSU's interdepartmental activities and to provide the necessary information to record revenue to a selling department and expense to a buying department. The buying department fills out all appropriate fields pertaining to the purchase of the goods or services including the quantity, description, and the unit price of the goods or services being requested.

***Note that IDRs are only utilized for obtaining goods/services from FSU departments that ARE NOT utilizing OMNI AR/Billing functionality (Internal Purchase Orders).***

### Buying Department Instructions:

1. In the upper left-hand corner of the form, department, name, contact person name and phone number, date required, and location for delivery.
2. Have an authorized signer (as defined by University policy [4-OP-D-2-C](#)) fill in the "Approved By" and "Signature" sections (upper left-hand corner). **NOTE:** An online tutorial on how to create a digital signature can be found in the [Quality Assurance Training Materials](#).
3. Choose the selling department from the dropdown menu or select "Other", and indicate the selling department in the box provided. Include any notes for the selling department in the space provided.
4. Fill in the necessary chartfields in the buying department chartfields section.
5. In the body of the form, enter the quantity, description, and account number of the goods and/or services being requested.
6. In instances where the buyer is charging a sponsored project (520-570 Fund), the buying department must first route the form to the Office of Sponsored Research (SRA) – either by using the "Email Form to Sponsored Research" button or by manually emailing the form to SRA at [SRA-Approvals@fsu.edu](mailto:SRA-Approvals@fsu.edu).
7. Once the buying department has all necessary approvals, the form should be routed, via email, to the department providing the goods and/or services.

### Selling Department Instructions:

1. After an authorized signer from the buying department (and, if necessary, SRA) approves, the completed form is sent to the department providing the goods or services (the selling department).
2. This department will complete the selling department chartfields and verify the request.
3. Once all required chartfield information has been accurately completed, the form is forwarded to the Controller's Office – either by using the "Email Form to General Accounting" button or by manually emailing the form to [GeneralAccounting@admin.fsu.edu](mailto:GeneralAccounting@admin.fsu.edu).

The Controller's Office will create the corresponding accounting entry in OMNI. The entry will charge the buying department's budget for the purchase and will create the revenue for the selling department. All IDR journal entries will appear in OMNI with a journal source of 'AUX', and the selling department area ID will appear in the journal header reference field.

**Important Note** - E&G budgets e.g., 110, 210, 140, 240, cannot take in revenue i.e., they cannot be selling departments. Most often selling departments will be auxiliaries (Fund 3XX).