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Interdepartmental Requisition Form

Note: Sample IDR forms, as well as instructions and guidance are available at <http://controller.vpfa.fsu.edu/accounting/interdepartmental-transactions>

** This form should only be used for obtaining items from departments that **ARE NOT** utilizing OMNI AR/Billings functionality **

| DATE | DEPARTMENT NAME | SELLING DEPARTMENT |
|----------------------|-----------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| CONTACT | TELEPHONE NO. | <input type="text"/> Other: <input type="text"/> Notes: <input type="text"/> |
| <input type="text"/> | <input type="text"/> | |
| APPROVED BY | APPROVER'S SIGNATURE | |
| <input type="text"/> | <input type="text"/> | |
| DATE REQUIRED | LOCATION FOR DELIVERY | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | |

(Date Received)

(Job Number)

Re# [INVOICE]

BUYING DEPARTMENT CHARTFIELDS

| DeptID | Fund | Project | Activity ID | Analysis Type | Chartfield1 | Chartfield2 | Chartfield3 | Source Type | Category |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE

| Item # | Quantity | Description of Items or Services Requested | Account | Unit Price | Extended Price |
|----------------------|----------------------|--|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Amount | | | | | <input type="text"/> |

SELLING DEPARTMENT CHARTFIELDS (For Selling Department Use Only)

| DeptID | Fund | Account | Amount | Chartfield1 | Chartfield2 | Chartfield3 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Sponsored Research Approval

Approved By: