



Controller's Office
 Florida State University
 6300A University Center
 Tallahassee, FL 32306-2391
 Ph: (850) 644-5010

GeneralAccounting@admin.fsu.edu

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"/>

Sponsored Research Approval

Approved By:

Foundation Approval (Fund 599)

Approved By:

Research Foundation Approval

Approved By: