## Interdepartmental Transactions (IDV/CAT) - Instructions

#### (1) Description of Articles or Services

Item #: Line Item #

**Description of Articles or Services Amount:** Total charge for the line item.

Transaction Type: Check appropriate box (IDV or CAT).

### (2) Accounting Information

Index (required)

Fund (required)

**Account (required):** If the CAT box is selected, only revenue account codes 506100 or 506200and expense account codes 737xxx, 757450, 761610 or 761900 are valid. The only account codes that can be used on the Catering and Food Services Form are 506100, 506200 for Revenues, 737XXX, 757450, 761610 or 761990 for Expenditures.

Amount (required): The default is a debit (+) to enter a credit (-) use a "-" before entering the amount.

Reference: Leave the reference field blank.

**Document Total:** This is the total of the absolute values entered above.

Actual Total: This should always equal zero.

#### (3) Routing:

All IDV/Catering and Food Services Forms must be reviewed by the PI, Dean/VP/CC President, or Designee and the appropriate Fiscal Monitor. If a sponsored award or gift is used, please route to MSC SPA, all others route to MSC CAR.

#### (4) Special Instructions:

Supporting documentation must be attached. All IDV and Catering and Food Services Forms received without supporting documentation will be returned.

# **Interdepartmental Transactions (IDV/CAT) - 10 Lines or Less**

Enter a ticket in Aggie Service Desk

SECTION 1: REQUESTOR INFORMATION										
Fiscal Yr		Date	(mm/dd/yyyy): _		Requestor Na	ame:		Phone: -		
E-mail Address	:			Orderi	ng Dept./Campus Box: _		Service Dept./Campus I	Вох:		
SECTION 2: REQUEST DETAILS										
Item #				Description of Articles of Services (if not complete description, attach sufficient supporting documents in duplicate)					Amount	
				(ii not complete description, attach sumcient supporting documents in duplicate)						
		IF AD II	ISTMENTS A	RE RECILIRE	O DI FASE CONTA	CT THE SEE	PVICE DEPARTMENT			
IF ADJUSTMENTS ARE REQUIRED, PLEASE CONTACT THE SERVICE DEPARTMENT  IDV Type: □ CAT (Revenue Account Code Must=506100,506200) Expense Account Code Must =737XXX, 757450, 761610 or 761990) □ IDV										
Seq #	JV Code	Index	Fund	Account	Amount	D/C	Description (35 spaces)		Reference	
1	01 0000	maox	1 4.14	710004111	711104111	2,3	2001.610.(00.0000)		11010101100	
2										
3										
4										
5										
6										
Document Total:  Actual Total:										
SECTIO	N 3: OFFIC	CIAL APPR	ROVAL							
Printed Name:										
Principal In	vestigator	Dean / VP / CC F	President	Designee <b>O</b>	R For Aggie Serv	vice Center Unit	s Dept Head/Dir Principal Investgator			
SECTIO	N 4: REVIE	EW AND A	PPROVAL							
Printed Name:			Sig	Signature: Date:						
FIP-Interdepartmental-Transactions.pdf, 10/2018				Page 2 of 2					Reset	