

# HOWARD UNIVERSITY

## Interdepartmental Charge Form

I.P. No#

Date \_\_\_\_\_

OFFICE OF THE ASSOCIATE VICE PRESIDENT AND CONTROLLER  
2244 10th Street, N.W., Washington, D.C. 20059

### Charge To:

#### Department /Project Requesting Service

Department Name

Telephone No.

Debit Amount

\_\_\_\_\_

Department/Project Number

Account Number

Fund

Program

PURPOSE OR NATURE OF SERVICE (BE SPECIFIC)

### Credit To:

#### Department /Project Providing Service

Department Name

Telephone No.

Credit Amount

\_\_\_\_\_

Department/Project Number

Account Number

Fund

Program

Requested By - Signature

Approved By - Signature  
Department/Project Requesting Service

General Accounting Approval  
Signature & Date  
OR

Authorized By - Signature

Approved By - Signature  
Service Provider

Grants & Contracts Acctg. Approval  
Signature & Date

**IMPORTANT:** This form must be processed within 30 days of the date of approval by General Accounting or Grants & Contracts Accounting department.

## **REQUEST FOR INTERDEPARTMENTAL CHARGE FORM**

Purpose This form is a request for authorization for a department/project to obtain services from an internal service provider.

1. This form does not give the requesting department authority to obligate the internal service provider.
2. The Office of the Associate Vice President and Controller is required to certify the availability of funds of the department requesting the services before any formal request is made to the internal service provider. No services are to be performed before the funds are verified by General Accounting or Grants & Contracts Accounting department.
3. The services must be provided within 30 days of approval by General Accounting or Grants & Contracts Accounting department.

## **PROCEDURES FOR USING THE INTERDEPARTMENTAL CHARGE FORM**

1. The "**Charge To**" section must be completed by the Department/Project requesting the service. The Department/Project requesting the service must complete all fields in this section: Department Name, Department Telephone Number, Debit Amount, Department/Project Number, Account Number, Fund Number, and Program Number.
2. The Interdepartmental Charge Form must be signed by the person "requesting" the service and the form must be approved by a Vice President, Dean or Administrative Officer.
3. The Department/Project requesting the service presents the Interdepartmental Charge Form to General Accounting or Grants & Contracts Accounting for signature. The signature indicates review of the Interdepartmental Charge Form and verification of funds in the Departments'/Projects' budget at the time of request.  
**Note: General Accounting will verify funds for Interdepartmental Charges for Departments. Grants & Contracts Accounting will verify funds for Interdepartmental Charges involving Grant-related Projects.**
4. The Department/Project requesting the service presents the Interdepartmental Charge Form to the Service Provider.
5. The Service Provider completes the "**Credit To**" section of the form. The Service Provider must complete all fields in this section: Department Name, Department Telephone Number, Debit Amount, Department/Project Number, Account Number, Fund Number, and Program Number.
6. The Interdepartmental Charge Form must be signed by the person "providing" the service and the form must be approved by a Vice President, Dean or Administrative Officer.
7. The Service Provider must assign an Interdepartmental Charge number (I.P. No.) to each request, located in the top left corner of the form.  
The following are the Interdepartmental Charge codes for the Service Providers:
  - Blackburn Center - BLC
  - PFM - PFM
  - Printing & Graphics - PRG
  - Parking - PKG
  - ISAS/Telecommunication - ISTEEL
  - College of Arts & Sciences - COAS
  - College of Medicine - COM
  - Cramton Auditorium - CRA
  - Student Activities - STA (include: Post Office - POS)

The Interdepartmental Charge number will consist of the I.P. charge code, the 3 digit sequential number and the date received by the service provider. For example, Cramton Auditorium will assign an I.P. number as follows: CRA001 - 07012008
8. Once the form is completed and signed by the Service Provider, a copy is made and sent to the department requesting the service.

## **PROCEDURES FOR CANCELLING AN INTERDEPARTMENTAL CHARGE**

1. If the requesting department decides that the service is no longer needed, the requesting department may cancel the Interdepartmental Charge, ONLY if the request to cancel is received by the Service Provider prior to the service being performed.