

**Buying Department Instructions:**

- 1) In the Transfer Information section, complete the information for the requesting department (buying department) and which department would be providing the goods/services (selling department). Please note that the Location for Delivery and +4 Zip Code does not need to be filled out unless delivery of goods (i.e. paper from Central Receiving).
- 2) Enter the FOAPAL string in the Buying Department FOAPAL section of the form. For Account, reference the Internal Charges Accounts. A reference is provided below.
- 3) Fill in the Activity and Location as appropriate. Enter 999999 for “Unspecified” in either of these fields.
- 4) In the Products and Services section, enter the quantity, description, and unit price of products or services being requested unless an attached receipt details this information. If the attached receipt includes the necessary details, then write “see receipt” in this section. Form must be signed by an Authorized Signature for the department buying the goods/services.
- 5) Send the completed form to the department providing the goods or services (selling department).

**Selling Department Instructions:**

- 1) Enter FOAPAL string on campus requisition form at the bottom for the selling department.
- 2) Submit completed form to Departmental Budget Manager.

**Note:** The Account values will be the same for both the buyer and the seller. Below are the commonly used Account values:

***Internal Charges Account Reference:***

840000	IC - General Services
840001	IC - Dining Services
840002	IC - Printing & Copying Services
840003	IC - Parking Services
840005	IC - IT Services
840008	IC - Bookstore
840009	IC - Athletics



### Campus Requisition Form

**Transfer Information**

Buying Department Name	Contact Name	Location for Delivery (Building & Room No.)	+4 Zip	Selling Department Name
<b>Business Purpose of Transaction:</b>				

**Buying Department FOAPAL string:**

Fund	Organization	Account	Program	Activity	Location

**Products or Services** (Skip if attached receipts include all details requested below and write "See Receipt below.")

Quantity	Description of Items or Services Requested	Unit Price	Amount
			<i>Total:</i>

**Authorized Signature** (Buying Department): \_\_\_\_\_ Date: \_\_\_\_\_ Ext.: \_\_\_\_\_

**Selling Department FOAPAL string (to be completed by selling department):**

Fund	Organization	Account	Program	Activity	Location