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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"/>
<b>Total Amount</b>					<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: