Reset

Service Department Charges

Document Code

_____Dept. _____Service Charges

This form should be used for interoffice charges. The department providing the services is responsible to provide the appropriate documentation to the department being charged for the services. The Service Department is also responsible for responding to all questions concerning these charges.

Description of charges: _____

Cost Centers to be charged: _____

Cost Center Title	Cost Center Fund No.	Number Org.	Account Code *	Activity Code	Service Date	Reference Date	Dollar Amount

Cost Center to be credited:

			8010	**Total**	**$** 0

*** Account code must be in the approved 4000-4199 range as assigned to your department by the Comptroller's Office.**

Please forward completed form to the Comptroller's Office 5 working days prior to the end of the month to ensure inclusion in the current month's activity.

Service Department Approval:

Authorized Signature | Print Name | Date submitted

Comptroller's Approval:

Authorized Signature | Print Name | Date submitted