INTER-DEPARTMENT BILLINGS & ALLOCATIONS



This form should be used in order to charge or otherwise allocate costs between departments and/or programs that do not require a payment to an outside vendor. For example, a program such as Transit that supplies bus passes to Sr. Citizen clients would credit the Transit budget's revenue account and charge the appropriate recipient program budget. Appropriate back-up should be attached to this form indicating the nature of the billing, invoice copy, etc.

ate:	Employee:		Dept. /Program:		
CCOLINI	C DAVABLE / C	TALEDAL LEDGED ADUL	CTD AFAIT.		
DATE	REFERENCE #	VENDOR / DESCRIPTION	AMOUNT	FROM ACCOUNT #	TO ACCOUNT
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
lanager/D	-	above transactions are a dget(s) that these costs are	e being charged Res		 Date
	Manager/Director D (of "To" Account/Fund budget) (if necessary)		Re	Responsible Accountant Date (for "To" Account/Fund budget) (if necessary)	

Updated 10/1/2024