



TEXAS SOUTHERN UNIVERSITY

**BUSINESS AFFAIRS
INTERDEPARTMENTAL ORDER**

Department Placing Order _____ Date _____

DEPARTMENT RECEIVING	DEBIT ACCOUNT
FUND _____	ORG _____ PROGRAM _____ ACCOUNT _____

DEPARTMENT ISSUING THE GOODS/SERVICE	CREDIT ACCOUNT
FUND _____	ORG _____ PROGRAM _____ ACCOUNT _____

QUANTITY	UNIT	DESCRIPTION	PRICE
TOTAL			

REQUIRED SIGNATURES

Requesting Person _____	_____
Department Head _____	Grants & Contracts Accountant _____
Dean/Director _____	Purchasing Buyer _____
Vice-President _____	Purchasing Director _____

Departments receiving this order must show the order number on the left margin of the department bill.