THE FLORIDA STATE UNIVERSITY
OFFICE OF THE UNIVERSITY CONTROLLER

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Tallahassee, FL 32306-2391
Ph: (850) 644-5010

** General Accounting Office Use Only

** JOURNAL ID

Interdepartmental Requisition and Journal Entry Form

DATE	DEPARTMENT NAME	SEND TO:
		☐ Printing Services ☐ Bookstore ☐ Campus Services

CONTACT / **TELEPHONE NO.**

☐ Union Copy   ☐ Computer Store   ☐ User Services

(Date Received)

APPROVED BY / **APPROVER'S SIGNATURE**

☐ Chemistry   ☐ Parking Service   ☐ Biology

(Job Number)

DATE REQUIRED / **LOCATION FOR DELIVERY**

☐ Other (please specify)

Ref# [INVOICE]

BUYING DEPARTMENT CHARTFIELDS

DEPT ID	FUND	PROJECT	CF1 (Optional)	CF2 (Optional)	CF3 (Optional)	RESRC TYPE	RESRC CAT	RESRC SUB-CAT	BUD REF	PC BU	ACT ID	RESRC ANL TYPE

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE

ITEM NO.	QUANTITY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED	ACCOUNT	UNIT PRICE	EXTENDED PRICE
				Amount	

Contracts and Grants (C&G) Approval

Approved By: _____   Date: _____

SELLING DEPARTMENT CHARTFIELDS   (For Selling Department Use Only)

DEPT ID	FUND	ACCOUNT	AMOUNT	CF1*	CF2	CF3

Interdepartmental Requisition and Journal Entry (IDJE)
Instructions for Completion

The **Interdepartmental Requisition and Journal Entry (IDJE)** is a dual purpose form that is used by Buying Departments, Selling Departments, and General Accounting.

Buying Department Instructions:

1. In the upper left-hand corner of the form, enter the **Date, Department, Name, Contact Person name and phone number, Date Required**, and **Location for Delivery.**

2. In the "Send To" section of the form (upper right-hand corner), check the appropriate box for the department providing the goods or services.

3. Have the person authorized to spend fill in the **Approved By and Signature** sections (upper left-hand corner).

4. Enter **Department ID (DEPT ID)** and **Fund** in the "Buying Department Chartfields" section of the form. If the fund entered begins with a "5" (ex 540) or "8" (ex 822), go to step #8.

5. Fill in Chartfields 1, 2, and 3 (**CF1, CF2, CF3**), if needed. (Optional)

6. In the body of the form, enter the **Quantity, Description, Account Number** and **Unit Price** of the goods or services being requested.

7. Send the completed form to the department providing the goods or services.

8. Enter the **Project** (6 digits if a Sponsored Project, 9 digits if a Construction Project) and Activity ID (**ACT ID**). If it is a Construction Project, fill in the Budget Reference (**BUD REF**) field.

9. Fill in Resource Type, Resource Category, and Resource Subcategory (**RESRC TYPE, RESRC CAT, RESRC SUB-CAT**) if needed. (Optional)

10. Go to step #5.

Note: If the amount of the requisition is $1,000 or more, AND the Fund Code begins with a "5" (ex 540), the requisition MUST be approved by Sponsored Research. See the "Contracts and Grants (C&G) Approval" section of the form.