

Request for Access to Interdepartmental Charging (VT5) Define Service Center Charge Document

This electronic document allows service centers to charge any university account on campus for services rendered or goods received. These charges must be explained fully on each transaction and/or additional support may be submitted on paper. Approval for the use of the VT5 for other than copy charges must be granted by the Office of Accounting. The rates charged must be APPROVED IN ADVANCE by the VPBA. Please submit the following information to the Office of Accounting:

Office Manager _____ Office/Dept. _____

Office Contact _____ Phone # _____

We will be charging various departments for the following:

Item	Rate	VPBA approval

A copy of the rate approval letter should be kept by the department. The original letter will be kept by the VPBA.

Account Information:

List Accounts and object codes you will be charging - _____

List the account(s) and object codes you will be crediting - _____

List a format name which will be meaningful for these transaction. I can be no longer than 5 characters and can be alpha, numeric or a combination. Format _____

Office use only

Rates checked _____ Accounts checked _____ Codes checked _____

Format established _____ Dept Notified _____