



UNIVERSITY OF WASHINGTON

# REQUEST TO ISSUE INTERNAL SALES DOCUMENTS

FINANCIAL ACCOUNTING OFFICE, BOX 351120

Date Originated
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**INSTRUCTIONS:**

1. All Internal Sales Document (ISD) issuers must maintain adequate records to substantiate sales for a period of six years.
2. The Operations Manual guidelines for ISD use must be complied with.
3. Complete the INFORMATION section of the form.
4. Route for APPROVALS in the order listed below. A copy of the form will be returned to the department after approval.

**INFORMATION**

Budget Number		Budget Name	
Person Responsible for Maintaining Records		Email Address	
Department Name		Box Number	Phone Number
Description of Goods or Services to be Sold. <b>(Advance approval is required if ISD's are to be issued for other purposes.)</b>			
Number of Transactions per Year		Dollar Volume of Transactions per Year	

**APPROVALS**

Department Chairperson or Administrator	Date
Dean or Director	Date
Budget Office, Box 3512261	Date
Financial Accounting Office, Box 351120	Date

**COMMENTS**

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FINANCIAL ACCOUNTING OFFICE

02 Index Update

BY	Date
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