NOTE: INSTRUCTIONS—Issuing department fills in letter code (see key at right) as prefix to invoice number.

UNIVERSITY OF WASHINGTON

COST TRANSFER INVOICE

UoW 1888 (Rev. (Rev.11/07)

1. Date of Service	TRAN CODE	CODE	INVOICE NUMBER
	60	Make Selection Here	Department: Create a consecutive numbering system and enter assigned number here.

Shipping/Delivery

2. Department	Box Number 35	4.Reqn. No.	5. Job No.-Shop No.
3. Building & Room No.		7. Optional Use	8. Invoice No.

9. Description

6. Dept. Key Codes:

A - Cartage Suspense
B - Central Stores
C - Dental Clinic
D - Health Sciences Stores
E - Vivarium
F - Library
G - Admin. Data Processing
H - Hlth. Science Illustration
J - Medicial Instruments
K - Telephone Services
L - Motor Pool
M - Campus Mialing
N - Printing Plant
P - Academic Computer Center
R - Temporary Services
S - Physical Plant
T - Hospital Laundry
U - University Systems Development
W - Audio-Visual Production
X - Others Not Listed Above

10. ISSUING DEPARTMENT

Budget Title	Budget Number	S/L	Units Ordered	Unit Price	Unit	Units Issued	Obj	Sub	SSub	Task	Optn.	Project	Amount	Liq.
			xxxxxxxxxx	xxxxxxxxxxxxx	xxx	xxxxxxxxxxx	21							

11. CHARGED DEPARTMENTS

Commodity Code / Description or Budget Title	Budget Number	S/L	Units Ordered	Unit Price	Unit	Units Issued	Obj	Sub	SSub	Task	Optn.	Project	Amount	Liq.
													$	

12. Prepared By:		13. Material Received By:			Extension OK'd		TOTAL	$ 0.00	
Name:	Phone:	Initials:	Date:						

Report Discrepancies to Issuing Department Within 48 Hours

Distribution: 1 copy to Financial Services (Box 351120), 1 to Receiving Dept., and retain 1 copy for your department.

RESET FORM