UNIVERSITY OF WASHINGTON

INTERNAL SALES DOCUMENT

1. Date of Service	Trans Code	Code	Invoice No.
	65	MAKE CODE SELECTION HERE	Department: Create a consecutive numbering system and enter assigned number here.

NOTE: Issuing Department fills in letter code (See key at right) as prefix to invoice number

SHIPPING/DELIVERY

3. Department	Box Number	4. Job No./Shop No.
	35	
5. Building and Room Number		6. Invoice Number
7. Description		

2. Department Key Codes

B – Upper Campus Stores	N – Printing Plant
D – Lower Campus Stores	P – Academic Computing
E – Animal Medicine	R – University Temporary Services
H – H.S. Ctr. Educ. Res.	S – Physical Plant
J – Scientific Instruments	T – Hospital Laundry
K – Telecommunications Services	U – Mgmt. Info. Services
L – Motor Pool	X – Others not listed above

8. ISSUING DEPARTMENT

Budget Title	Budget Number	Enter Class Code for:	Revenue	Task	Option	Project	
		Service –9620 or Merchandise –9650	Class 96 SELECT Source -77				

9. CHARGED DEPARTMENTS

Description or Budget Title	Requisition Number	Budget Number	Units Ordered	Unit Price	Unit	Units Issued	Obj	Sub	SSub	Task	Optn	Project	Amount	Liq
													$	

10. Prepared By		11. Material Received By		Extension OK'd		
Name	Phone	Initial	Date		TOTAL	$ 0.00

REPORT DISCREPANCIES TO ISSUING DEPARTMENT WITHIN 48 HOURS

Send two copies to - Financial Services, Box 351120 - send one copy to Receiving Department - retain a copy for Originating Department

RESET FORM