



## Procedures for Internal Transfer

- 1) Service receiving dept requests a price quote from the service providing dept.
- 2) Service providing dept fills out the "Charging Dept" and "Invoice" portions of the form.
- 3) Service receiving dept fills out the "Type of Request", "Hospitality Section" and "Department Approval" portions of the form.
- 4) Service receiving dept returns the completed and approved form to the hjm gm service providing dept.
- 5) Service providing dept forwards the form and any pertinent back-ups to:
  - Hospitality if charges are related to catering services.
  - a) Upon approval, Hospitality sends the documents to Accounts Receivable for handling or to ORSP for approval
  - b) Accounts Receivable directly for handling if it is not related to catering services.
- 6) Accounts Receivable prepares journal entries to transfer funds in FMS

**NOTE: The accounts assigned should not be changed.**