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 hjmgm 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.