

**University of Colorado**  
(Interdepartmental Invoice) IN // JE (Journal Entry)

Ordering Department: \_\_\_\_\_ Order Date: \_\_\_\_\_ **IN or JE Reference No.** \_\_\_\_\_

**Purpose:** \_\_\_\_\_ IN must be assigned a unique 1-10 character ref. no. by the dept.

Contact Person/Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

IN Delivery Information (if to be delivered): Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Campus Mail Stop: \_\_\_\_\_

**Order Department (Expense) Information (Debit)**

Line	Speed Type (Use in place of Fund-Org-Prog or Proj) (8)	Account (6)	Fund (2)	Org (5)	Program (5)	Sub-Class (5)	Project/Grant (7)	QTY	U/I	Stock No.	Description or JE PURPOSE (Limited to 30 characters in system)	Total Amount
1												
2												
3												
4												

Certification Statement. By signing below, Buyer certifies that the following statements are true.  
If Fund 30/31 FOPPS are being used, I certify that all expenses are appropriate to be charged to the sponsored project(s) receiving the charge, that they meet the direct cost and other costing criteria, and that they are within the allowable timeframe.

**Order Department Authorization or JE Authorization:** \_\_\_\_\_ (Signature) **Order received by:** \_\_\_\_\_ Date: \_\_\_\_\_

**Service Department (Revenue) Information (Credit)**

Line	Speed Type (Use in place of Fund-Org-Prog or Proj) (8)	Account (6)	Fund (2)	Org (5)	Program (5)	Sub-Class (5)	Project/Grant (7)	QTY	U/I	Stock No.	Description or JE PURPOSE (Limited to 30 characters in system)	Total Amount
1												
2												
3												
4												

Certification Statement: By signing below, Seller certifies that the following statements are true:  
If Fund 30/31 FOPPS are being used, I certify that all expenses are appropriate to be charged to the sponsored project(s) receiving the charge, that they meet the direct cost and other costing criteria.

Service/Revenue Department: \_\_\_\_\_ Campus Mail Stop: \_\_\_\_\_ Order Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Reference: \_\_\_\_\_