The University of Texas at Arlington Inter-Department Trasfer Form Chemistry-Biochemistry

<u>All</u> yellow highlighted fields must be completed before materials may be taken from the Chemistry Stockroom.

Date_

Name F			Phone extension	Department			Mail Box #	
	Entry Codes		Cost Center	Account Titles		Object Codes	DR/CR	Amount
CHARGE	Lifti y Coues			Account miles		Object codes	DRYCK	Amount
CHARGE								
CREDIT			18-2146-0095	STOCKROOM SALE		2701	CDEDIT	
CREDIT						3701	CREDIT	
IDT hours are 8am to 11am and 1pm to 4pm each day (M-F), NO EXCEPTIONS!								
	CEMS	Room/Bldg						
ID CODE	BARCODE	taken to	Descript	ion of item for transfer	Quantity	Object Code	Cost each	TOTALS
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				-		TOTAL	\$	
There is a \$5.00 weekly minimum on all IDT's (processed every Monday)								
X								
Full Printed Name of P.I.								
Х								
P.I. or Admin Signature			Approved Department Receiving Credit		Accounting Office Use Only			