

Example of a Complete ID (No Subsidy)

Inter-Dept Invoice

Summary & Approvals

Inquiry Mode Doc: ID 1615550 Dept: 003943 FY: 2012 Type: FB Status: Complete
Changed By: [REDACTED] Date Changed :03/06/2012 Date 03/06/2012
Doc. Total: 0.00 Debit Total: 1,030.00 Credit Total: 1,030.00

Created By/Changed By

Inter-Dept Invoice Document Information

Order (Debit) Department: 003033 GENETICS-INSTRUCTION AND RESEARC
Vendor (Credit) Department: 003943 **CENTER FOR GENOME SCIENCES**
Dept Ctrl # Doc With

Order	Vendor	All							
Vendor Accounts Find View All First 1 of 1 Last									
LC	Dept	Fund Code	Fund	SC	Obj	SR	Zero Fund	Amount	
12	003943	FYR	[REDACTED]	81	00			1,030.00	
Order Accounts Find View All First 1 of 1 Last									
LC	Dept	Fund Code	Fund	SC	Obj	SR	Zero Fund	Amount	Exp Date
22	003033	NIH	[REDACTED]	34	83			1,030.00	12/31/2012

Item	Quantity	Unit	Invoice Date	Item Description	Item Cost
1	1	EA	02/28/2012	Samples run on 2/20/12 1 300 Cycle runs @ \$1030 Sample:rzcfmseq Flowcell: A07G4 USE BU Code 3213 PLEASE PAY UPON RECEIPT. ID WILL AUTO PAY IN 30 DAYS IF PAYMENT NOT RECEIVED.	1,030.00

Received By **Zeigler/Cohen Lab**

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Example of an Abbreviated ID Needing Back-up Support (No Subsidy)

Inter-Dept Invoice | **Summary & Approvals**

Inquiry Mode Doc: ID 1652195 Dept: 003427 FY: 2012 Type: FB Status: Complete

Changed By: [REDACTED] Date Changed :07/03/2012 Date 07/05/2012

Doc. Total: 0.00 Debit Total: 1,159.76 Credit Total: 1,159.76

Created By/Changed By

Inter-Dept Invoice Document Information

Order (Debit) Department	Vendor (Credit) Department	Dept Ctrl #	Doc With
003033 GENETICS-INSTRUCTION AND RESEARC	003427 TISSUE CULTURE SUPPORT CENTER		<input type="checkbox"/>

Order Vendor All

Vendor Accounts

LC	Dept	Fund Code	Fund	SC	Obj	SR	Zero Fund	Amount
12	003427	FYR	[REDACTED]	81	00			1,159.76

Order Accounts

LC	Dept	Fund Code	Fund	SC	Obj	SR	Zero Fund	Amount	Exp Date
22	003033	NIH	[REDACTED]	34	07			411.20	12/31/2012
22	003033	NIH	[REDACTED]	34	07			748.56	02/28/2013

Items

Item	Quantity	Unit	Invoice Date	Item Description	Item Cost
1				May 2012 Billing	
2				** ID WILL AUTOPAY IN 30 DAYS * USE BUOB 3206	
3	1			NE C2987H / 20 x 0.05 ml / NEB 5-alpha comp cel	140.80
4	1			NE M0202S / 20000U / T4 DNA LIGASE	50.40
5	1			NE M0270L / 500 RXNS / Taq 2X Master Mix	172.80
6	1			NE M0531L / 500 rxns / Phusion Hi Fi PCR mm	534.40
7	2			NE N3233S / EA / LOW MW DNA LADDER	97.60
8	1			NE R3104S / 10,000U / HIND III HF	43.20

Combines all activity for the month but does not list individual date of service, the name of the person requesting the item (only the lab name) or individual pricing. Send back-up supporting documentation to service user.

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Example of an ID with a Subsidy

[Inter-Dept Invoice](#) | [Summary & Approvals](#)

Inquiry Mode Doc: ID 1802881 Dept: 003477 FY: 2014 Type: FB Status: Complete

Changed By: ██████████ Date Changed :07/29/2013 Date 07/29/2013

Doc. Total: 0.00 Debit Total: 124.26 Credit Total: 124.26

▶ Created By/Changed By

Inter-Dept Invoice Document Information

Order (Debit) Department	Vendor (Credit) Department	Dept Ctrl #	Doc With
003033 GENETICS-INSTRUCTION AND RESEARC	003477 SITEMAN CANCER CENTER	0012720	<input type="checkbox"/>

Order	Vendor	All							
Vendor Accounts Find View All [grid] First 1 of 1 Last									
LC	Dept	Fund Code	Fund	SC	Obj	SR	Zero Fund	Amount	
12	003477	FYR	████████	81	00			124.26	
Order Accounts Find View All [grid] First 1 of 1 Last									
LC	Dept	Fund Code	Fund	SC	Obj	SR	Zero Fund	Amount	Exp Date
22	003033	NIH	████████	32	40			124.26	01/31/2014

Item	Quantity	Unit	Invoice Date	Item Description	Item Cost
				SERVICES REC'D FROM FLOW CYTOMETRY CORE	
1	1.5		06/26/2013	Cell Sorting or Analysis (staff operated)	124.26
				Quantity: 1.5 Price: \$131.44 less \$48.60 subs	
				\$197.16 less SCC subs \$72.90	
				Sorting for Miller on June 7 & June 26	

Received By: **Jeffrey Milbrandt**

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