

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

**Note!!! All fields must be completed before materials may be taken from the Chemistry Stockroom
!!! The Department receiving the materials is responsible for filling in all information!!!**

Date _____

Prepared by _____ Phone extension _____ Department _____ Mail Box # _____

	Entry Codes		Cost Center	Account Titles	Object Codes	DR/CR	Amount
CHARGE							
CHARGE							

CREDIT			18-2146-0095	STOCKROOM SALE	3701	CREDIT	
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**IDT Hours are from 8:00 am to 11:00 am and 1:00 pm to 4:00 pm each day (M-F)
!!!NO EXCEPTIONS!!!**

ID CODE	BARCODE	Room/Bldg taken to	Description of item for transfer	Object Code	Cost each	TOTALS
						\$
						\$
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						\$
L2170			Copier fee @ \$.05 per sheet If you need a copy/copies	1304	\$0.05	\$
						TOTAL

NOTE!!! There is a \$5.00 minimun weekly IDT fee (processed every Friday)

X			
Full Printed Name of P.I.			
X			
P.I. or Admin signature	Approved Department receiving Credit	Accounting Office Use Only	