

**The University of Maine**

**INTERDEPARTMENTAL ORDER**

**Debit  
Department  
Information**

Department Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone/Fax#: \_\_\_\_\_  
 Auth. Signature: \_\_\_\_\_ Printed: \_\_\_\_\_ Date: \_\_\_\_\_

This form is NOT to be used to transfer money/  
 expenses between departments/campuses.

**Description of item purchased**

**Quantity**

**Price Each**

**Total**

**Only accounts 65800 or 49209 are  
 to be used as credit accounts:**

65800 for fund codes 00 & 10  
 49209 for fund code 03

Description of item purchased	Quantity	Price Each	Total

**\* = Required Fields**

Amount

**\*Unit**

**\*DeptID**

**\*Account**

Class

**\*Fund**

Program

Project

Debit

UMS05

Credit

UMS05

Debit

UMS05

Credit

UMS05

**Total Amount of I.D.O.**

**Goods received by:**

**Credit  
Department  
Information**

Department Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone/Fax#: \_\_\_\_\_  
 Auth. Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Please mail completed form to Budget & Business Services, 107 Alumni Hall or fax to 581-3340