|  |  |
| --- | --- |
| MU Request for Internal Invoice/Charge |  |
| This document is to be used to charge one Business Unit for services or goods supplied by another Business Unit. Transfer Requests involving Research Business Units should be sent to Research Development Office-Finance, John Hume Building, North Campus for processing. Please overtype the examples below |
| **Dept/B.U.**(To receive Income) | E.g. 1250001 |
| **Object / Expense Code**(To receive Income) | E.g. 67030 – Internal SalesIf you do not know which Object Code to use, please write in the expense type or contact Ray Dully in the Accounts Receivable Office Ext:6268 |
| **Detail Of Expense**Please Enter Expense Details here: | E.g. Science Fair Poster Photocopying x 4 @ €25.00Total €100.00 As requested by **Eoin Lee**Please attach supporting documents |
| **Authorised By:**Authorised Signature Please sign | Joe King |
| **Date:** |  |
| **Value:**Value of Charge | E.g. **€100.00** |
|  |  |
| **Dept/B.U.** To be charged with expense | E.g. 2700030 |
| **Object / Expense Code** To be charged with expense | E.g. 79295 – Internal Photocopying |
| **Authorised By:**Authorised Signature Please sign |  |
| **Date:** |  |
| **Other:**Please enter any notes here or affix Departmental Stamp or coding sticker here |  |