#

DIXIE STATE COLLEGE OF UTAH

Internal Billing

TO: Dixie State College Accounting Department

FROM: _____ of _____

Name Department

Please make the following accounting entry for services provided as described below:

CHARGE ACCOUNT: **CREDIT ACCOUNT:**

Index Code	Account Code	Debit	Index Code	Account Code	Credit

_____ _____

Signature of Expenditure Budget Administrator Signature of Revenue Budget Administrator

Date of Service	Description	Amount
		Total $0.00

The Accounting Department cannot process this transfer of funds unless the Index Codes and authorizing signatures are on the form.

White & Canary to Accounting Department; Pink to charging Department; Gold to Originator

Entry completed by Accounting Department Date: _____