## THE ACADEMY OF NATURAL SCIENCES of DREXEL UNIVERSITY

## **Service Department Charges**

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		Dept		Service Charges		<b>Document Code</b>			
This form should be used for interoffice charges. The department providing the services is responsible to provide the appropriate documentation to the department being charged for the services. The Service Department is also responsive responding to all questions concerning these charges.									
escription of charg	es:								
ost Centers to be cl	harged:								
Cost Center Title	Cost Center Fund No.	Number Org.	Account Code *	Activity Code	Service Date	Reference Date	Dollar Amount		
	<u> </u>								
ost Center to be cro	edited:								
ost center to be ere	cuitcu.		8010			Total	\$		
Account code must	t be in the approv	ed 4000-419	9 range as assi	gned to your d	epartment by t	he Comptroller's	Office.		
lease forward comp the current month		Comptrolle	r's Office 5 wo	orking days pri	or to the end of	f the month to ens	sure inclusio		
ervice Department	Approval:								
uthorized Signature			Print Name			Date submitte	ed		
omptroller's Appro	oval:								
uthorized Signature			Print Name			Date submitte	ed		