INTERDEPARTMENTAL INVOICE

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INTERDEPARTMENTAL INVOICE “IN” IS FOR THE PURCHASE OF STAMPS, METER FORMS AND REPLACEMENT OF MAIL BOX KEYS FOR UNIVERSITY OF COLORADO (NON HOSPITAL)
"IN's" (INTERDEPARTMENTAL INVOICE) - UNIVERSITY SPEED TYPES (STAMPS-METER FORMS-KEYS)

1. CLICK ON START BUTTON

2. CLICK ON INTERNET EXPLORER

3. IN THE ADDRESS BAR TYPE IN HTTP://WWW.UCDENVER.EDU THEN HIT ENTER

4. TOP HEADER BAR CLICK ON "FACULTY & STAFF" (SEE FIGURE 1)

FIGURE 1
5. IT WILL BRING YOU TO THE FOLLOWING WEB PAGE: FIGURE 2

6. UNDER “POPULAR TOOLS” (IN ORANGE) CLICK ON “A-Z INDEX” (SEE FIGURE 2)

7. IT WILL BRING YOU TO THE FOLLOWING WEB PAGE: FIGURE 3

8. UNDER “A-Z DEPARTMENT WEBSITES” CLICK ON “P” (SEE FIGURE 3)
9. IT WILL BRING YOU TO THE FOLLOWING WEB PAGE:  

10. SCROLL DOWN AND CLICK ON “PROCURMENT SERVICES CENTER- BOTH” (ALPHABETICAL ORDER, SEE FIGURE 4)

11. IT WILL BRING YOU TO THE FOLLOWING WEB PAGE: 

12. RIGHT SIDE 2nd GROUP UNDER “POPULAR LINKS” CLICK ON ”FORMS” (SEE FIGURE 5)
13. IT WILL BRING YOU TO THE FOLLOWING WEB PAGE:  

14. UNDER “OTHER FORMS” 2nd COLIM TO THE RIGHT CLICK ON “OTHER FINANCE FORMS”  
(SEE FIGURE 6)  

15. THIS WILL OPEN “FORMS” (TITLE) WEB PAGE  

16. LOOKS LIKE THE FOLLOWING:  

17. UNDER THE “FORMS” HEADING SCROLL DOWN TO “IN” INTERDEPARTMENTAL INVOICE
18. LOOKS LIKE THE FOLLOWING:  

![Figure 8 Image]

19. CLICK ON “IN” INTERDEPARTMENTAL INVOICE

20. THE FOLLOWING SCREEN WILL POP UP:  

![Figure 9 Image]

21. CLICK ON “OPEN” (SEE FIGURE 9)
22. "IN" WILL POP UP LOOKS LIKE THE FOLLOWING:  

23. CLICK ON "ENABLE EDITING" (SEE FIGURE 10)  

24. MAIL CENTER REQUIRES THE FOLLOWING FIELDS TO BE POPULATED:  

- ORDERING DEPARTMENT:  
- ORDER DATE:  
- IN OR JE REFERENCE NO.:  
- CONTACT PERSON/PREPARED BY:  
- PHONE:  
- FAX:  
- BUILDING:  
- CAMPUS MAIL STOP:  

25. UNDER "ORDER DEPARTMENT (EXPENSE) INFORMATION (DEBIT) THESE FIELDS ARE REQUIRED TO BE POPULATED:  

- SPEED TYPE:  
- ACCOUNT:  
- STAMPS 485114  
- METER FORMS 485101  
- KEYS 552602  
- QTY:  
- DESCRIPTION OR JE PURPOSE:  
- TOTAL AMOUNT:  
- ORDER DEPARTMENT AUTHORIZATION OR JE AUTHORIZATION:  

26. POPULATE FIELDS OR PRINT THEN POPULATE FIELDS
26. PRINT (TOP LEFT CORNER CLICK ON FILE THEN CLICK ON PRINT)
27. “IN” INTERDEPARTMENTAL INVOICE CAN BE:

- FAXED (303/724-0054 ATTENTION: BARBARA/MAIL CENTER)
- SENT THROUGH INTERDEPARTMENTAL MAIL TO BOX F400 (ATTN: BARBARA/MAIL CENTER)
- BROUGHT TO MAIL CENTER IN PERSON AT “FACILITY SUPPORT BUILDING 1945 NORTH WHEELING ROOM T36-1T RING BELL ON COUNTER AND GIVE TO PERSON THAT IS ASSITING YOU
- EMAIL BARBARA.MAYBERRY@UCDENVER.EDU (SUBJECT LINE ITEM REQUESTING)

28. ONCE THE MAIL CENTER RECIEVES “IN” (INTERDEPARTMENTAL INVOICE FORM), MAIL CENTER WILL POPULATE THESE FIELDS:

- SERVICE/REVENUE DEPARTMENT:
- CAMPUS MAIL STOP:
- ORDER COMPLETED BY (PERSON PROCESSING ORDER):
- DATE:

29. MAIL CENTER WILL PROCESS THE “IN” INTERDEPARTMENTAL INVOICE BY PROCESSING THE ORDER

30. ONCE “IN” INTERDEPARTMENTAL INVOICE IS FILLED IT WILL BE GIVEN TO PERSON/DRIVER ON THE ROUTE FOR THAT BUILDING/BOX# SEE PERSON/DRIVER PROCESS AFTER “IN” INTERDEPARTMENTAL INVOICE IS RECEIVED

31. PERSON/DRIVER HANDLING “IN” INTERDEPARTMENTAL INVOICE WILL BE RESPONSIBLE FOR GETTING THESE FIELDS POPULATED:

- SIGNATURE ON ORDER RECEIVED BY:
- DATE:

32. PERSON/DRIVER HANDLING “IN” INTERDEPARTMENTAL INVOICE WILL BE RESPONSIBLE FOR BRINGING “IN” INTERDEPARTMENTAL INVOICE TO THE MAIL CENTER SEE PERSON/DRIVER PROCESS AFTER “IN” INTERDEPARTMENTAL INVOICE IS COMPLETE AND BROUGHT BACK TO THE MAIL CENTER

33. IT IS THE RESPONSIBILITY TO THE ORDERING DEPARTMENT TO MAKE A COPY FOR THEIR RECORDS