



UNIVERSITY
of ARKANSAS
AT PINE BLUFF
—1873—™

CONTROLLER'S OFFICE

Mail Slot 4984 • 1200 North University Drive

OFFICE: (870) 575-8266 • FAX: (870) 575-4649

MEMO

TO: General Ledger Staff
Controller's Office

FROM:

DATE:

RE: Interdepartmental Charge(s)

Account number being charged: _____

Budget Officer of account being charged:

Signature

Amount to be charged: \$ _____

Account number receiving revenue: _____

Budget Officer of account receiving revenue:

Signature

Purpose of interdepartmental charge: _____
