Cleveland Institute of Art

# Inter-office Departmental Transfer Form

Date:

This Inter-Office Departmental Transfer Form is to serve as the official documentation for transfers between departments and is not an official purchase order. It is first completed by the providing department and then sent to the receiving department before being submitted to the business office.

Department Providing the following goods and or services:

Deposit into Account #:

The following goods and or services have been provided to:

| | |
|---|---|
| | |
| | |
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| | |
| | |
| | |
| | |
| | $ 0.00 |

Save and Send to Receiving Department.

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The above listed goods and or services have been received from the providing department.

Charge the following account number(s):

| | |
|---|---|
| | |
| | |
| | |
| | |
| | $ 0.00 |

Received By:

Save and Send to Business Office.