OFFICE OF ENTERPRISE TECHNOLOGY

INFRASTRUCTURE/NETWORK DIVISION

Intra Agency Invoice

(Journal Entry Required)

DATE: _____

This form authorizes the General Accounting Division to transfer funds from:

PROGRAM: _____

CHARGE PCA CODE: _____

CHARGE AGENCY OBJECT (AOBJ): _____

LHD INDEX: _____

AMOUNT: _____ *to the Budget Code shown above for the following items:*

ITEM	QUANTITY	PRICE PER ITEM	TOTAL ITEM COST
Please select Adobe license type: Name(s) and email(s) of employees to whom licenses will be assigned:		$0.00	$ 0.00
Please select Adobe license type: Name(s) and email(s) of employees to whom licenses will be assigned:		$0.00	$ 0.00
Please select Adobe license type: Name(s) and email(s) of employees to whom licenses will be assigned:		$0.00	$ 0.00
		TOTAL COST	

Funds will be transferred to MDH OET, Infrastructure/Network Division (A246R/0838, 0839)

FUNDS CERTIFIED AS AVAILABLE FOR TRANSFER TO THE ACCOUNT ABOVE BY:

Name	Signature	Title	Date

FUND TRANSFER TRANSACTION COMPLETED BY GENERAL ACCOUNTING DIVISION.

Name	Signature	Title	Date

NOTE TO UNIT BEING CHARGED: After form and fiscal signature are complete, attach to Service Desk ticket requesting licenses/tokens.