

# OFFICE OF ENTERPRISE TECHNOLOGY

Intra Agency Invoice  
(Journal Entry Required)

DATE: \_\_\_\_\_

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

PROGRAM: \_\_\_\_\_

CHARGE PCA CODE(S): \_\_\_\_\_ PERCENT SPLIT: \_\_\_\_\_

CHARGE AGENCY OBJECT (AOBJ): \_\_\_\_\_

LHD INDEX: \_\_\_\_\_

AMOUNT: Based on usage to the Budget Code shown below for the following items:

ITEM	QUANTITY	PRICE PER ITEM	TOTAL ITEM COST
DocuSign (\$4.40 per envelope*)	TBD	\$4.40	Based on usage
<i>*An envelope is a document (or group of documents) that is sent to a person (or group of people) to be signed. Every time an envelope is sent, a \$4.40 charge is incurred and will be charged back to the PCA and Object listed above at a regular interval (e.g., monthly or quarterly).</i>			
TOTAL COST			Based on usage

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

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

I understand that the individuals listed above will incur a \$4.40 charge every time they send an envelope of documents for signature and that journal entries will extract those charges from the PCA(s) and Object listed above on a regular interval (e.g., monthly or quarterly).

\_\_\_\_\_  
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 a [Service Desk ticket](#) requesting DocuSign (Submit a Request | Software - Purchases, Licenses | Under \$5,000).