



Texas A&M Engineering Experiment Station

Interdepartmental Transfer Request

Date: _____

No. B _____

Selling			Buying				Inv/Dept. Reference <i>(7 char)</i>	Amount
Credit Account			Debit Account					
Account	Support Account	Rev Code	Dept Code	Account	Support Account	Exp Code		
							Total	

Description:

Requested by: _____

Department: _____

Email: _____

Telephone: _____

Departmental Approval: _____

Date: _____

This form should only be used to request IDT's that require processing by the TEES Fiscal Office. This includes any IDT involving a state account (1XXXXX) or old services center rates that are no longer in iPayments. All other IDT's should be processed by departments in iPayments

Please submit completed form and all supporting documentation to teesipay@tamu.edu.
IDT will not be processed without approval documentation from buying department.

For IDT questions and help with this form contact teesipay@tamu.edu