

Instructions for Completing Interdepartmental Billing (IDB) Form

This form is used to transfer costs from a Shelby County service department or other account where costs are accumulated to one or more other departments that benefit from the costs.

1. The Finance Department will enter the "IDB NO." when the IDB is posted.
2. Enter the name of the department that initiates the IDB on the line at the top, along with the telephone number of a contact person.
3. An appropriate person from the initiating department should approve the IDB in the space provided.
4. The Finance Department person reviewing the IDB should sign and date in the designated space.
5. If the IDB has more than one page, enter the page numbers in order.
6. For each account being charged, enter the following items for each line:
 - a. Enter the name of the department or grant being charged.
 - b. Enter the 3-digit fund number, the 6-digit organization number, and the 4-digit account number to be charged.
 - c. Enter the expenditure amount being charged.
 - d. Enter a description of the charge, not to exceed 30 characters and spaces. This entry will be entered and will appear as the transaction description on accounting reports.
 - e. Enter the requisition number if the department had submitted a requisition for the goods or services. Entry in this column is optional.
7. Enter the total of all charges in the total space toward the bottom of the form.
8. Enter in the separate line toward the bottom of the form the total credit to the department providing the goods or services. The amount should be equal to the total charges. This entry cannot post out of balance.
9. Enter the date the transaction should be posted in the space on the lower right of the form.
10. Provide a brief explanation of the charges being made. There should always be some explanation.
11. The completed form should be submitted to the Finance Department.