



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Accounting
Issue/Revision Date: 12/01/2017

Interdepartmental Charges

Policy:

Interdepartmental charges are expenses charged to one department and expensed to other departments. For example, the University Post Office charges each department for mailings from week to week. The expense is recorded to the postal service. At week's end, the Post Office provides the Accounting Office with a report detailing the department charge. The Accounting Office submits a journal voucher that posts the expense to the department and credits the Post Office for their expenses. Other monthly interdepartmental services include: printing and duplicating, facilities management and transportation. The charges are generally posted on the 15th of the following month.