UNIVERSITY of CALIFORNIA, RIVERSIDE
INTERCAMPUS
ORDER and/or CHARGE
(IOC Form)

IOC NUMBER (Optional - Depts can use this to track their IOCs)
Sept 2017

CHECK PROPER BOX FOR SERVICE		
	☐	Initiating IOC for goods or services provided – credits R99999 & Sales/Svc FAU
	☒	Initiating IOC for reimbursement of expense (requires full FAU including account#)
	☐	Initiating Other:

TODAY's DATE	REQUESTED BY (UCR CONTACT)	PHONE NO.	DATE NEEDED
10/20/2017	[redacted]	951-827[redacted]	10/30/2017

CHARGE APPROVED BY (Optional)	PHONE NO. OF APPROVER
[redacted]	[redacted]

OTHER UC CAMPUS' INFORMATION (i.e. UCLA, Dept of Biology, Contact Person, Phone#, Email address)	OTHER UC CAMPUS' ACCOUNT CODING STRING	LOC(Numeric or Alpha)	ACCOUNT, FUND, SUB, OBJECT CODE OR OTHER ACCOUNT STRING SUCH AS KUALI ACCOUNT
[redacted] UCI Facilities Management 949-824-7318		9	Account # RE10196

	DESCRIPTION – Accounting will copy and paste the description into the Journal Line Description field of the IRC journal in UCRFS. Please limit to 30 characters or less.	REFERENCE/INVOICE – 10 characters or less		QUANTITY if applicable	UNIT PRICE	AMOUNT
	Reimburse D[redacted] for expenses relating to PSHB/Fusarium Dieback @ UCI (6/16/17-9/30/17)					
	Lab Supplies 720280 – A01863 – 19900 – 44 – NWAE - NWMIS					201.99
	Mail Services & Freight 740150 – A01863 – 19900 – 44 – NWAE – NWMIS					7.34
	Printing/Repro & Media 750160 - A01863 – 19900 – 44 – NWAE – NWMIS					174.44
	Printing/Repro & Media 750180 - A01863 – 19900 – 44 – NWAE – NWMIS					108.75
				TOTAL		492.52

NAME OF UCR DEPT TO BE CREDITED	CREDIT ACCOUNT CODING STRING	UCR FAU TO BE CREDITED (Account, Activity, Fund, & Function are REQUIRED; Cost Center & Project Codes are optional)
[redacted] General fund - OR		See UCR FAU breakdown in description
Complete this form and obtain appropriate approval if applicable. Send completed form to UCR Accounting Office via email. Send to ioc@ucr.edu		

RETN: OFFICE OF RECORD: 10 YRS SUBJECT TO CONTRACT & GRANT REQUIREMENTS. OTHER COPIES: 1 YEAR
Revision Date: 3/1/2016