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| UCR Seal | **UNIVERSITY of CALIFORNIA, RIVERSIDE**  INTERCAMPUS  **ORDER and/or CHARGE**  **(IOC Form)** | IOC NUMBER (Optional -Depts can use this to track their IOCs) |
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| 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: |

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| TODAY’s DATE | | REQUESTED BY (UCR CONTACT) | | | | | PHONE NO. | | | | DATE NEEDED | | |
| CHARGE APPROVED BY (Optional) | | | PHONE NO. OF APPROVER | |
| 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 | | | | | |
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|  | **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** |
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| 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) | | | | | | | |
| **Complete this form and obtain appropriate approval if applicable. Send completed form to UCR Accounting Office via email. Send to ioc@ucr.edu** | | | |  | |  | | | | | | | |

**General Instructions**

1. The UC campus being credited needs to initiate the IOC. The department initiates the IOC by completing the IOC form and sending it to Accounting via email. Send the form to [ioc@ucr.edu](mailto:ioc@ucr.edu).
2. IOCs for goods or services provided to the other UC campus must credit a Sales and Service type FAU with recharge account number R99999. R99999 is used when goods and services are provided by UCR campus departments to UCR or other UC campuses’ departments. The recharge account receives financial credit and corresponding debits are posted to expenditures accounts within specific customer activities. The Sales and Service funds appear under UCRFS Golden Tree Nodes: 3182-Sales & Service Educ, 3190-Service Enterprises, 3200-Sales & Service Other, and 3300-Auxiliary Enterprises
3. IOCs for reimbursement of expenses by another UC campus must credit the same exact FAU these expenses were charged to. Therefore, the “Credit Account Coding String” must include the Full FAU including account number.
4. IOC Number – this field is optional. UCR departments can use this field to track their IOCs.
5. Requested By – is the person initiating the IOC for their UCR department. Please provide this person’s phone number.
6. Date Needed – the date the IOC should be processed by. Please do not submit the IOC form to Accounting until the goods or services have been provided to the other UC campus.
7. Charge Approved By – this is not required by Accounting but the field is available for campus departments that required the IOC to be approved before submission to Accounting. Please provide this person’s phone number.
8. Other UC Campus’ Information – please be as specific as possible and include the appropriate contact person at the other UC campus including their phone number and email address when possible. This information is critical to helping the other UC campus’ Accounting department process the IOC quickly and properly.
9. LOC – each UC campus has a Numeric and Alpha location. The Numeric indicates “local” or campus activity, and the Alpha location indicates “system-wide” activity. The other UC campus should provide the location as part of their “Account Coding String”.

Berkeley – 1 and J; San Francisco – 2 and K; Davis – 3 and L; Los Angeles – 4 and M; Riverside – 5 and N; San Diego – 6 and O; Santa Cruz – 7 and P; Santa Barbara – 8 and Q; Irvine – 9 and R; Merced – 10 and S; and UCOP is M-OP.

1. Oher UC Campus’ Account Coding String – each UC campus has a unique Full Account Unit (FAU) structure. The other UC campus must provide the FAU required by their Accounting department so it can be processed quickly and properly on their end.
2. Description – please limit to 30 characters or less as this description will be copied and pasted into the UCRFS IRC journal line description field. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
3. Reference/Invoice – this field is optional. Please limit to 10 characters or less as this description will be copied and pasted into the UCRFS IRC journal line reference field. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
4. Quantity – this field is optional. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
5. Unit Price – this field is optional. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
6. Amount - The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
7. Credit Account Coding String – The UCR FAU to be credited including Account number, Activity Code, Fund, and Function. The Cost Center and Project Codes are optional. When multiple FAUs are involved, please add a separate line item in the Description field for each specific FAU. The FAU information will not count towards the 30 characters or less limitation.