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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 775000 |
|  | Initiating IOC for reimbursement of expense (requires full COA 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’ CHART OF ACCOUNT (CoA) | Entity | | | CoA (Fund, Account, Dept, Function, Program, Project, Flex 1 and Flex 2) | | | | | |
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|  | **DESCRIPTION – Accounting will copy and paste the description into the Journal Line Description field of the IRC journal in Oracle Financials. Please limit to 30 characters or less.** | | | **REFERENCE/INVOICE – 10 characters or less** | | | |  | **QUANTITY if applicable** | **UNIT PRICE** | | | **AMOUNT** |
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|  | | | |  | | | | | TOTAL | | |  | |
| NAME OF UCR DEPT TO BE CREDITED | | | | UCR Dept’s CHART OF ACCOUNT (CoA) to CREDIT | | UCR CoA: (Entity, Fund, Activity, Account, Functn, Program, Project, Flex 1, and Flex 2) | | | | | | | |
| **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 Educ (1200C) starting with "6" except for 60600-60660 or an Other Unrestricted Fund (1300C) COA with recharge account number 775000. 775000 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.
3. IOCs for reimbursement of expenses by another UC campus must credit the same exact COA these expenses were charged to. Therefore, the “UCR Dept’s CHART OF ACCOUNT (CoA) to CREDIT” must include the Full COA 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. Entity – Identifies the major operational unit within the University of California responsible for the transaction. The other UC campus must include this as part of their Chart of Account.
10. Oher UC Campus’ Chart of Account – The other UC campus must provide the COA required by their Accounting department so it can be processed quickly and properly on their end.
11. Description – please limit to 30 characters or less as this description will be copied and pasted into the Oracle Financials’ IRC journal line description field. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
12. Reference/Invoice – this field is optional. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
13. Quantity – this field is optional. The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
14. 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.
15. Amount - The IOC can be a lump sum amount or you can list goods, services, or expenses on separate lines.
16. UCR Dept’s CHART OF ACCOUNT (CoA) to CREDIT – The UCR COA to be credited must include Entity, Fund, Activity, Account, Functn, Program, Project, Flex 1, and Flex 2). Default values of these segments should be provided if applicable. For example, if there is no Project provide its default value of “0000000000”. The COA information will not count towards the 30 characters or less limitation.