

**CENTRAL SUPPLY/SERVICES
TRANSFER INVOICE**

Date _____ R2/04/2024

CSS COMMITTEE NAME _____(being Credited)

COMMITTEE NAME _____(being Charged)

Account Posting Code* (XX= Committee Account Number)

Committee being credited 4XX= _____

Committee being charged 6XX= _____

Description of Items or Services being charged to Committee (Include issue receipt or request form from committee if available)	Qty	Unit Cost	\$ Total Charge	Accounting Codes * 4XX6 6XX4

* See Chart of accounts for Expense and Income Codes – to be provided by CSS/Printing Committee. The expense code is to charge the service/item to the using committee. The income code is to reimburse the supplying committee (Central supply, Newspaper, or OSS account) (A= category, B= specific type)

CREDIT _____ Committee CHARGE _____ Committee

Approved By: _____ Approved By: _____

MAC Treasurer

Date