

Interdepartmental Order Charge Form Instructions

The Interdepartmental Order Charge Form (also called by its former title, "IOC" form) is designed to be completed on the computer and then printed for signature by the chartstring approver. You may also complete it by hand, as long as your writing is legible.

When should you complete this form?

Use this form as your method of payment **for purchases of goods and/or services received from campus departments**, such as Parking & Transportation. The cost(s) will be applied directly to your chartstring by the campus department. You do not need to send a copy of the completed form to Berkeley Law Business Services.

Form Row 1 - Information about who is completing the form

Provide the name of the Berkeley Law clinic/center/department making the request and the name of the individual who completes the form. The campus department receiving the credit will contact this individual with any questions about information on the form. Provide delivery information if you are ordering goods, such as parking permits, that you will not be picking up in person.

Form Row 2 - Information about who is approving this purchase

Print the name of the Berkeley Law individual who has budgetary responsibility for the chartstring that will pay for the goods and/or services. Your order cannot be processed without a valid approval signature on the completed form - the approver is any individual who has a Signature Authorization form on file in the Disbursements Office for the chartstring listed on the form. Contact financial analyst Elisabeth Remick (eremick@law.berkeley.edu) for assistance with signature authorizations.

Form Row 3 - Information about the goods and/or services to be purchased

Provide the description, quantity, price per item, and total cost of your purchase. The campus department providing the goods and/or services can help you with this information. If you are purchasing guest parking permits, a preformatted form template is available on the Forms and Flyers web page.

Form Row 4 - Information about payment for this purchase

Provide the chartstring for this purchase. You may include the name of the chartstring in the first cell (for example, "Haas Fund") if this is important to you; otherwise, you may leave this cell blank. You may also leave the "account" cell blank since the campus department may have a default value for this field. You may distribute the cost of your purchase across several chartstrings by listing one on each row in this section of the form. If you are using more than four chartstrings, simply add additional rows to the template. Include the dollar amount to be charged to each chartstring; if left blank, the cost will be distributed evenly across all listed chartstrings.

Form Row 5 - Information about the campus department providing goods and/or services

Leave this section blank. The campus department will complete this section of the form when they process the charge for your purchase. Send the original signed form to the campus department to complete your transaction. Keep a copy so you can confirm that the correct charge was posted to your general ledger.

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