



Accounting Services Only:
Doc ID: _____

Interchart Institutional Voucher

FOAP Receiving Revenue (Credit)

COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount

FOAP Incurring Expense (Debit)

COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount
COA	Fund	Orgn	Account	Program	Amount

Total Credits

Total Debits

Date:

Purpose:

FORM INSTRUCTIONS

1. This form is to be utilized when an IV cannot be processed in FiTS. (e.g. interchart)
2. Complete each shaded section above (as applicable).
3. Attach supporting documentation for the expense incurred (e.g. invoice).
4. Departments are responsible for financial record retention as provided in OP 10.10 for audit purposes.
5. Email approval by the ORGN Financial Manager or Authorized Approver must be attached for the FOAP incurring the expense. Authorized approvers may be identified in [TeamApp](#).
6. Please submit the completed form and all supporting documentation to AccountingServices@ttu.edu.

References: OP 10.10 & 62.26

QUESTIONS? PLEASE CONTACT ACCOUNTINGSERVICES@TTU.EDU