**UNIVERSITY OF ALBERTA – INTERNAL SALE (INTERNAL PURCHASE)**

For selling units with the GL Importer tool, the selling unit will process in PeopleSoft and retain this form (or their own form) as supporting documentation.

For selling units who do not have the GL Importer tool, the selling unit will complete the Research and Operating: Internal Sales form (Form #7) in Forms Cabinet – GLJE Requests.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Buyer's Reference  Number | |  |
|  | |
|  |  |  | Will Pick up |
| JJ |  |  | Deliver to the attention of: | |
|  | |  | Campus Address: | |
| Supplier (selling unit): |  |  |  | |
|  |  |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| order Date  (mm/dd/yyyy) | contact name | BUYER’S unit | E-Mail | phone |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QTY** | cnt | description | | unit price | amount |  | ACCOUNT number (DR enter last 4 digits; CR enter last 3 digits) | | |
|  |  |  | |  |  | Dr | **50** |  | |
|  |  |  | |  |  | Dr | **50** |  | |
|  |  |  | |  |  | Dr | **50** |  | |
|  |  |  | |  |  | Dr | **50** |  | |
|  |  |  | |  |  | Dr | **50** |  | |
| **ACCOUNTING DATE: (MM/DD/YYYY)** | | |  | **TOTAL DUE** |  | Cr | **401** | |  |

**DEBIT LINES:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SpeedCode | *OR* | Fund | DEPTID | Program | CLASS | project | Sponsor | description (max 30 char.) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**CREDIT LINE:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SpeedCode | *OR* | Fund | DEPTID | Program | CLASS | project | Sponsor | description (max 30 char.) |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PREPARED by: | | | |
|  |  |  |  |
| Name (Printed) | Signature | E-mail | Phone |
| budget owner (buying unit) approval: | | | |
|  | |  | |
| Name (Printed) | | Signature | |

|  |
| --- |
| **ROUTING INSTRUCTIONS:** Forward signed form to supplier/selling unit (see top of form) for processing. |

|  |  |  |  |
| --- | --- | --- | --- |
| Journal ID /Source: (supplier) | | **Delivered by** (signature) | **Received by** (signature) |
|  |  |  |  |

Last Updated: December 2018