Interdepartmental Order
Texas A&M University-Commerce

Date _____

Issued to the Department of _____

Please furnish this Department with the goods listed below and charge to:

Account No. _____

_____
(Name of Account)

User Ref. No. _____

Quantity	Article	Description	Price

_____
Approved—Department Head

_____
Approved—Purchasing Office

Department receiving this order will show the order number on the left-hand margin of the department bill.