



Information Technology
Eastern Washington University
Cheney, WA 99004-2445

To: All Departments

Revised: July 11, 2017

Subject: Non-EagleCard IDPO Payment process for MMC (Multimedia Commons) Poster and Color laser/photo printing.

IT is asking for your help when using IDPO's as the payment option for MMC Poster, Photo, and Laser printing. Steps include:

1. Print this PDF in color and DUPLEX (both sides of the paper) if you have the option to do so. (Duplex will include these instructions and the actual IDPO on one sheet of paper. Color will emphasize the yellow highlighted fields).
2. Fill out the IDPO completely, including:
 - a. Requesting Department
 - b. Charge To: Index Number. Charge To: Account Number should always be 71410 when charging to an *Index*. For Class & Club *Fund* charges to 830010, use 24000.
 - c. Detailed description(s), quantities, and Total Cost of items (example: 2' x 3' poster, qty = 5, Total Cost = \$30.00).
 - i. For large projects, include names and EWU ID#'s of authorized people/students who can print, associated with this IDPO.
 - d. Requested By
 - e. Approved By, which is the Budget Authority
 - i. Print pricing and details can be found here: <http://itech.ewu.edu> , Printing Services Link.
3. Printing cannot be performed until the IDPO has been filled out completely, signed by the Budget Authority, and received by the MMC. Also...
 - a. The completed IDPO must be delivered to the MMC, before printing proceeds.
 - b. The MMC is not a drop-off service, but will assist you with your printing needs.
 - c. Clients must be physically present at the MMC for prep and while printing is in process.

Thank you for your assistance in making MMC printing payment process with IDPO's as efficient as possible 😊

Eastern Washington University
Interdepartmental Purchase Order and Invoice

Requisition Date _____
 Date Needed _____

Deliver to: _____
 Building/Room _____
 Telephone No: _____

	Charge to:				
Requesting Department		Index	Account	Received by	Date
	Credit to:				
Supplying Department		Index	Account	Completed by	Date

Item Number	For Supplying Dept.		Description	Quantity	Unit	Supplying Dept. Use Only	
	Delivered	Back Order				Unit Cost	Total Cost

					Total Charges
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The requisitioning department hereby authorizes the "Supplying" department to provide it with the services and merchandise ordered above – with the understanding that the accounting office is authorized to charge and credit the affected department accounts for cost, based on formulae which have been approved by the administration. Notice of completion of services rendered or merchandise delivered will be sent to the requisitioning department in the form of a copy of the invoice then forwarded to the accounting office. Charges will be made in the month the transaction is completed.

Requested by _____ **Approved by** _____
Controller

Approved by _____ **Approved by** _____ **Approved by** _____
Budget Authority Vice President for Business and Finance Other