### Intradepartmental Form

Forward this form together with Cash or Checks to your designated online RIF ENTRY STATION.

Do not send this form to Treasury Services, except in the case of a network or computer outage.

<table>
<thead>
<tr>
<th>Payer Name</th>
<th>Description</th>
<th>*Type Code</th>
<th>Charging Instructions</th>
<th>Checks</th>
<th>Cash</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Project</td>
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<td>Task</td>
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<td>Exp. Type</td>
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<td>Org.</td>
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</tr>
</tbody>
</table>

**Currency**
- [ ] US Dollar
- [ ] Foreign Currency

### Transaction Type Codes
- AP = AP Vendor Clearing
- GI = Gift
- MR = Misc. Revenue
- MS = Medical School Suspense
- PC = Payroll Clearing
- RB = Reimbursements
- US = University Suspense

*Foreign Currency Amount | Type*  
|------------------------|--------|

- Total Checks: 0.00
- Total Cash: 0.00
- Grand Total: 0.00

Preparer Name: ____________________________ Date: ____________

Department: ____________________________ Phone: ____________

Preparer's Signature: ____________________________

6/12/2002

Questions? Contact agnes.siniscalchi@yale.edu