



**Administrative
Manual
DETAIL PROCEDURE**

SECTION

PROCUREMENT

SUBJECT

COMPLETING AN INTERDEPARTMENTAL WORK ORDER

SAMPLE FORM APPENDED TO PROCEDURE

RESPONSIBILITY

ACTION

- Department Head
 1. Determine need for interdepartmental service.
 2. Call agency providing service to determine their capability and availability to meet your needs. Discuss and agree on terms, estimated cost, etc. of services to be provided.
 3.
 - a.) If the agency is not able to meet your needs, forward usual requisition to the Bureau of Purchases following AM-301-1-1.
 - b.) If agency is able to meet your needs:
 - . Forward "Original" and "Duplicate" copy of an "Interdepartmental Work Order" (MDB 3916) to the agency rendering the service; include estimated cost of service to be rendered.
 - . Forward "Triplicate" copy to Bureau of Accounting Operations.
 - . Retain "Quadruplicate" copy for files.
- Agency Rendering Service
 4. Forward original copy of "Interdepartmental Work Order" to Bureau of Accounting Operations after requested services are rendered; retain "Duplicate" copy for files.
- Accounting
 5. Transfer actual cost of service rendered by use of a "Journal Entry" (28-1420-1191) [AM-406-1].

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COMPLETING AN INTERDEPARTMENTAL WORK O'

A.S.D. 9.031. M.O.S. 2010.

CITY OF BALTIMORE

BUREAU OF _____

ORDER 97817

INTERDEPARTMENTAL WORK ORDER

BALTIMORE, MD., _____ 19 ____

To _____

ADDRESS _____

PLEASE FURNISH, SUBJECT TO INSPECTION AND APPROVAL, FOR USE OF THIS BUREAU.

Original

TO BE FORWARDED TO DEPARTMENT RENDERING SERVICE

QUANTITY

DESCRIPTION

SHOW DETAILS IN REGARD TO AGREEMENT REACHED COVERING PRICE, TERMS, ETC.

CHARGE TO COST ACCOUNT _____

ORDERED BY _____

WORK ORDER NO. _____

APPROVED BY _____

Original form is 7½"x8½", white, five part set.