



Record Date

Fiscal Year

Period

Initiator \*

ITI	
ITA	

Department Control Number (Not Recorded in FINET)

Document Description:

Delivery Date:

### Internal Transaction Initiator (ITI)

Vendor Line	Event Type	Line Amount			Line Description								Bank	Service From	Service To
		Fund	Dept	Unit	Appr Unit	Object	SObj	Revenue	Dpt Rev	BSA	Activity	Function	Program	Phase	

### Internal Transaction Agreement (ITA)

Initiator Ref Ln	2nd P Actg Ln	Event Type	Line Amount			Line Description								Bank	Service From	Service To
			Fund	Dept	Unit	Appr Unit	Object	SObj	Revenue	Dpt Rev	BSA	Activity	Function	Program	Phase	

\* Select Initiator: Provider/Seller to Credit Initiator Reference, Debit 2nd Party Accounting  
Receiver/Buyer to Debit Initiator Reference, Credit 2nd Party Accounting

Preparer Name

Date:

Entered By

Date:

\_\_\_\_\_  
Approver

Date: