**Procedure to record charges for on-campus Public Safety (Police) Invoices**

1. Public Safety will issue an invoice to an internal department.
2. Department complete a journal entry in Banner.
   a. Debit fund-org-810020-prog
   b. Credit 100100-130040-810010-1014
   c. Attach the invoice from Public Safety
3. Email Budget Office – Redeania Neely providing details of this JV. Please provide:
   a. Statement that JV is to record internal sales for Public Safety
   b. JV#

*If the charge is for an Agency Fund (8xxxxx) or a Burris or IN Acad Extracurricular Fund (145Exx or 146Exx) please follow the instructions below.*

**Student Org Agency (83xxxx)**

1. Public Safety will issue an invoice to an internal department.
2. Department complete a journal entry in Banner.
   a. Debit 83xxxx-org-960010-2010
   b. Credit 100100-130040-591090-1014
   c. Attach the invoice from Public Safety
3. Email Budget Office – Redeania Neely providing details of this JV. Please provide:
   a. Statement that JV is to record internal sales for Public Safety
   b. JV#

**Faculty/Staff Org Agency (85xxxx)**

1. Public Safety will issue an invoice to an internal department.
2. Department complete a journal entry in Banner.
   a. Debit 85xxxx-133020-960020-2010
   b. Credit 100100-130040-591090-1014
   c. Attach the invoice from Public Safety
3. Email Budget Office – Redeania Neely providing details of this JV. Please provide:
   a. Statement that JV is to record internal sales for Public Safety
   b. JV#

**Burris or IN Acad Extracurricular Fund (145Exx or 146Exx)**

1. Public Safety will issue an invoice to an internal department.
2. Department complete a journal entry in Banner.
   a. Debit 14xExx-org-730080-prog
   b. Credit 100100-130040-591090-1014
   c. Attach the invoice from Public Safety
3. Email Budget Office – Redeania Neely providing details of this JV. Please provide:
   a. Statement that JV is to record internal sales for Public Safety
   b. JV#