Estimation Information Form

Attention Buyer Departments: Please fill out the enclosed Estimation Information Form and return it to each of your Chargeback departments as soon as possible. This form will help to update the information on the Interdepartmental Buyer Contact Name Table (IBDC) and also allow you to specify the Organization Codes (ORGN) that you want to use in regards to the IE/IV system. If you do not know your Chargeback department contact refer to the CHBK table which stores this information. Buyer departments should fill out one form per Chargeback department/ORGN Code.

Chargeback Department:

_____

Chargeback Department Contact/Phone #:

_____

Approved Service:

_____

Buyer Department:

_____

Buyer Department Contact/Phone #:

_____

Buyer Department Organization Code(s) (ORGN):

_____

Other Information:

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