



Inter-Department Charge Requisition Form

This form may be printed and submitted to the appropriate department.

(Instructions on the next page.)

- * Bookstore
- * Dining Services
- * ITech Services/Graphics
- * Library
- * Printshop

To: _____ Date: _____

Authorized by: _____

Department: _____

Budget number: _____ (##.##.#####.#####.##)

_____ is authorized to charge the following item(s)

to this department:

Inter-Department Charge Requisition Form

Instructions

This form is to be used to charge purchases made at the Campus Bookstore, Dining Services, and I-Tech Services, to department budgets.

The person with budget authority for the department that is being charged must sign the form before it is submitted to the department where the purchase is being made.

INSTRUCTIONS FOR COMPLETION

Please type or print neatly.

- a. Enter the department providing the service or supplies, e.g., the Campus Bookstore, Dining Services, or I-Tech Services, and the date.
- b. The person with budget authority for department being charged should sign the form.
- c. Enter department budget account number and expense object classification.
- d. Enter the name of the person authorized to sign for the items being requested.
- e. Enter a brief but complete description of the items that may be charged to the department.