

Authorization for Financial Services to Charge Account for Purchase

Memo To: Financial Services

Date: _____

Charges were incurred on our behalf by another department or campus budget. This is your authorization to charge my campus/department account for the following:

Vendor to be paid: _____

Purpose of expenditure: _____

Date of Activity / Event: _____

Amount to be paid from my campus/department account: \$ _____

Account to charge: _____

Signature of budget manager: _____

Additional approval (if needed): _____

(For example, Title I must sign for all Fund 211 expenditures)

Return this form to the person who paid/incurred the charges. (Not Financial Services):

Return to: _____

By this date: _____

***NOTE:** The department making the original charge is responsible for gathering all forms, appropriate contract / invoice, ensuring that the vendor is in the Accounts Payable system, and that all information is complete before forwarding to Financial Services.*

***P-CARD PURCHASES:** If this expenditure was made via a District purchasing card, this form should be attached to the report on which the charge appears so that Financial Services may correct the code on the charge before it is actually paid to the card issuer.*