***\*\*This Form must be approved by the Budget & Finance Office Prior to Submission for Purchase.***



**DEPARTMENTAL BOOKSTORE CHARGE FORM**

**Department:**  **Date:**

**Budget Code: *Fund #*:       *Org. #*:       Account #:       Program #:**

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| **Quantity**  **Ordered** | **Description** | **Unit**  **Price** | | **Total**  **Price** | |
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| *Ordered By*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature, Division/Department Head | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\*\*Availability of Funds – Budget Manager* | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Form 3323/002 (3/2020)