



Authorization to Make Departmental Charges at UU Bookstore

The following information is required to be an authorized buyer at the UU Bookstore. You will **not** be able to charge purchases at the Bookstore for your department without this authorization in place. This is for departmental charges only and does not pertain to any personal charges or purchases.

Department: _____

Location of Department (Building and Room #): _____

Organization (6 Digit Org Code): _____

Authorized Buyer First Name: _____

Authorized Buyer Last Name: _____

If more than one buyer is authorized, please have each employee fill out a separate sheet

Invoice Attention to: _____

Invoices will be sent monthly to each department (to the “Attention to” person above). The department is responsible to submit the approved invoice and attached original receipts with the complete budget code to Utica University ’s Purchasing/AP Department within **5** days for payment to the attention to Megan Belfield. Failure to do so can result in revocation of charging privileges at the UU Bookstore.

This Form must be authorized by the person in charge of the budget for this department.

Authorized By: _____

Please return this form to the UU Purchasing Department email at purchas@utica.edu.