



**Authorization to Make Departmental Charges at UC Bookstore**

The following information is required to be an authorized buyer at the UC 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 College’s Purchasing/AP Department within **5** days for payment to the attention to Colleen Bentley-Ciccone. Failure to do so can result in revocation of charging privileges at the UC 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 UC Purchasing Department email at [purchasing@utica.edu](mailto:purchasing@utica.edu).