

BALL STATE UNIVERSITY

BOOKSTORE INTRA UNIVERSITY CHARGE FORM

THIS FORM IS NOT VALID FOR MORE THAN \$1000 WITHOUT PRIOR APPROVAL FROM THE BUDGET OFFICE
 LOWER LIMIT DESIGNATED BY DEPARTMENT \$ _____

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ACCOUNT TITLE	ACCOUNT NUMBER		
SIGNATURE – DEPARTMENT/ADMINISTRATIVE HEAD	DATE	BUDGET OFFICE APPROVAL IF TOTAL OVER \$1000	DATE

NO.	QUANTITY	DESCRIPTION	(FOR BOOKSTORE USE ONLY)			
			UNIT PRICE		AMOUNT	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
			TOTAL			

BOOKSTORE VALIDATION

PERSON REQUESTING ORDER (OPTIONAL)	DATE
ORDER COMPLETED BY	DATE
RECEIVED BY	DATE
<u>BURSAR VALIDATION</u>	