

BALL STATE UNIVERSITY <h1 style="margin: 0;">BOOKSTORE INTRA UNIVERSITY CHARGE FORM</h1> <p style="margin: 0;">THIS FORM IS NOT VALID FOR MORE THAN \$200 WITHOUT PRIOR APPROVAL FROM THE BUDGET OFFICE LOWER LIMIT DESIGNATED BY DEPARTMENT \$ _____</p>			
FUND/ORG TITLE		FOAP	
SIGNATURE – DEPARTMENT/ADMINISTRATIVE HEAD		DATE	
		BUDGET OFFICE APPROVAL IF TOTAL OVER \$200	
		DATE	

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

SPA Approval:
 If items are being purchased from a sponsored projects fund, please complete and email to spadmin@bsu.edu for initial review and approval **prior to sending to the Bookstore**. This approval will take the place of the Budget Office approval.

Grant Manager Initials: _____
 Date: _____

PERSON REQUESTING ORDER (OPTIONAL)	DATE
ORDER COMPLETED BY	DATE
RECEIVED BY	DATE

BOOKSTORE VALIDATION