

AUM Direct Charge Authorization Form

Bookstore

Dining Services

Purchasing Department Information:	
Department Name	_____
Department Dean or V.C.	_____
	Print Signature / Date
Financial & Admin. Services Approval (see below if required)	_____
	Print Signature / Date
FOAP to be Charged _____	Preparer Name _____

AUM Business Purpose for the direct charge:

Quantity	Item, Stock Number, Manufacturer (or attach quote)	Price	Total
Total			

All Charges are to be in accordance with University spending policies
 Direct Charges are only allowed with university funding Chart A

Bookstore

Dining Services

- * All purchases over \$250 require FAS approval (except textbooks)
- * All apparel purchases regardless of amount require FAS approval; provide intended recipient in the business purpose field
- * AUM promotional items must be of minimal value (generally\$25 ea. or less). Provide the intended recipient in the business purpose field.

- * All Dining Services charges require FAS approval. Attach agenda/flyer and anticipated attendees (i.e. Faculty/Staff, Students, Guests, Community, etc.)
- * Business/guest meal policies still apply. See section 12 of the AU Spending Policy

All fields must be completed for purchase of items in the Bookstore or Dining Services

Questions? Please contact:
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