

# AUM Direct Charge Authorization Form

Bookstore

Dining Services

<b>Purchasing Department Information:</b>	
Department Name	_____
Department Dean or V.C.	_____
	Print <span style="margin-left: 150px;">Signature / Date</span>
Financial & Admin. Services Approval (Purchases above \$250)	_____
	Print <span style="margin-left: 150px;">Signature / Date</span>
FOAP to be Charged: _____	Preparer Name _____

**AUM Business Purpose for the direct charge:**

Quantity	Item, Stock Number, Manufacturer (or attach quote)	Price	Total
<b>Total</b>			<b>0.00</b>

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

Bookstore

- \* Gifts or tokens of appreciation are Unallowable with university funding.
- \* Apparel purchases are to be approved by Financial & Admin Services prior to ordering/purchase. (Strat. Comm. Pre Order Approval as applicable)
- \* AUM promotional items must be of minimal value ( generally \$10 ea. or less). Provide the intended recipient in the business purpose field.

Dining Services

- \* Please 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 [Click here](#)

Questions please contact:  
 Christopher White -x3255  
 Beau Perry - x3636