

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

0.00

All Charges are to be in accordance with University spending policies

Direct Charges are only allowed with university funding Chart A

Bookstore

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

Dining Services

- * 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

Questions? Please contact:

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