DEPARTMENTAL CHARGE INFORMATION

In order to charge your department for goods or services provided by the Division of Campus Recreation, we must have the following information:

FOAPAL: __-_____-_____-_____-_____
C FUND ORG ACCOUNT PROGRAM

If needed: _____-_____
ACTIVITY LOCATION

ACCOUNT TITLE _____

DEPARTMENT NAME _____

DEPARTMENT ADDRESS _____

REASON FOR CHARGE _____

_____

_____

AMOUNT $_____

CONTACT PERSON _____

AUTHORIZING SIGNATURE _____

PHONE # _____ DATE _____

Mailing address:

Division of Campus Recreation
201 East Peabody Drive
170 IMPE
MC-556