

COE Authorization Letter to make Direct Charges to University Book Store

Date: _____

To: _____
Department Head/Director

From: _____

Please grant me permission to make direct charges to the University book store for the following items:

Account number _____

Estimated Cost _____

The purpose for these items is:

Requestor signature _____

Approval _____
Department Head/Director

Note: If approved, attach this letter and receipts to invoice and file in department and post detailed expenditures to appropriate spreadsheet.