

# AUM Direct Charge Authorization Form

Bookstore	
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Dining Services	
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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

Signature / Date

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Signature / Date

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<b>AUM Business Purpose for the direct charge:</b>

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

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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

Questions? Please contact:

Beau Perry - x3636

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