



**UNG Bookstore
Department
Charge Purchase**

Bring this completed order form to UNG Bookstore before purchasing any items for Department.

Campus OCN GNV DAH/CMG

Name _____

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Department _____

Account Name _____

ACCT Number / / / /

digits 5-Fund 7-Department 5-Program 5-Class Project-if applicable

(Please verify correct name and complete charge string under UNG Chart of Accounts)

My UNG > under Directory drop down choose "Departments (Portal Sites) > Comptroller > under reference documents choose Chart of Accounts. <https://my.ung.edu/departments/Comptroller/Pages/default.aspx>

Item(s) Purchased & Description _____

I approve this charge through the UNG bookstore and understand that if this is not an approved charge, my department will be held responsible for providing another source of payment for any items not allowed.

Department Head Signature

Date

*For questions about approved purchases, please contact the Purchasing Department.

NO PURCHASES WILL BE ACCEPTED WITHOUT THIS FORM