



**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 \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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**