

Departmental Charge Authorization

DATE:	CONTACT NAME: Chad Lafferty									
DEPART	MENT:	Information Re	esources an	d Technology						
			DE	SCRIPTIO	N (CHECK)	ONE)				
BARNES & NOBLE CENTRAL STORES OT										
DESCRIPTION									AMOUNT	
Internal Solid State Drive Upgrade - 128GB									55.00	
							TOTA	L:	55.00	
DEB	IT DEPA	RTMENT (CHARG	E TO)	CREDIT DEPARTMENT					
Fund	Org	Account	Prog	Amount	Fund	Org	Account	Prog	Amount	
					10110	22020	7000	16	55.00	
DEBIT DEPARTMENT APPROVAL (REQUIRED)					CREDIT DEPARTMENT APPROVAL (REQUIRED)					
DEPT HEAD NAME (PRINT):					DEPT HEAD NAME (PRINT):					
DEPT HEAD SIGNATURE:					DEPT HEAD SIGNATURE:					
DATE RECEIVED (IF APPLICABLE):					DATE RECEIVED:					
- S I - (Supporting documentation is required with this form. See Departmental Charge Authorization Procedures located at DCA Procedures on the Accounting Services Office website. Only fully completed and signed forms will be processed.					