



Fiscal Services: General Accounting

Charge Request Form

This form was designed to accommodate certain routine, small dollar activities without going through the Purchasing Office. Use it to charge rental cars to the campus (your account), make airline reservations through UNIGLOBE, and lodging reservations through Sheraton Four Points or Holiday Inn Select. If you have questions about Charge Requests, contact Karen Briggs at Ext. 3130.

How to Complete the Charge Request Form

- Check the appropriate box for the desired charge.
- **Agency/Vendor:** Who is providing the service, such as Travel Agents International or SODEXHO.
- **Name & Address:** Vendor's location.
- **Estimated Expense:** Airline costs; food estimate per person (including the number of persons attending); car rental costs per day.
- **Location & Dates of Event/Travel:** Dates of actual travel, trip, or meetings and destination.
- **Purpose of Event/Travel:** brief explanation, i.e. Long Beach for Chancellor's Meeting or Sheraton Inn for Management Meeting.
- **Name:** Employee request is for.
- **Social Security Number:** Employee's SSN.
- **Department:** Where employee works.
- **Chartfield Values:** Account, Fund and Department required.
- **Phone Number:** Department where employee works.
- **Signature of Applicant:** Employee using service.
- **Signature of Department Head:** Person with signature approval for account service is charged to.

After form has been completed including approval signatures (accounting will make a copy), fax copy to vendor and keep original.