

Authorization to Charge Account



The University of Chicago Booth School of Business

Date:

The University of Chicago
Booth School of Business
Accounting & Budget, Suite 211
5807 South Woodlawn Ave
Chicago, IL 60637

Requester:
Name:
Phone:
Department:
Address:

Items Requested:

Item	Description	Quantity	Unit Price	Amount
			Total:	

Comments:

Account to Charge	Description to appear on ledgers (20 character max)	Amount to charge

Sign below to authorize Chicago Booth Accounting to charge the above account(s) on their monthly FAS feeds. These transactions will have a batch reference code beginning with "GBI". Contact accountinghelp@chicagobooth.edu with any questions.

Signature (and printed name if different than requester):

Date: