ROWAN UNIVERSITY **Student Government Association**

DEPARTMENTAL CHARGE AUTHORIZATION

DATE _____

DELIVER TO CLUB: _____ 90000- Org # [ ]

NAME _____ EXT. _____

DESCRIPTION (CHECK ONE)
☐ UNIVERSITY STORE ☐ CENTRAL STORES ☐ OTHER (LIST BELOW)

QUANTITY	DESCRIPTION	COST	
		UNIT	AMOUNT
		TOTAL	

DEBIT

Index #	Fund #	Org #	Account #	Prog #	Activity #	Amount
	90000					

CREDIT

Index #	Fund #	Org #	Account #	Prog #	Activity #	Amount

RECEIVING DEPARTMENT
REQUESTED BY:
RECEIVED BY:
DATE RECEIVED/APPROVED:

APPROVAL
CLUB ADVISOR:
CLUB TREASURER:
BUDGET:

SUPPLY DEPARTMENT
DELIVERED FROM:
DELIVERED BY:
DATE DELIVERED/COMPLETED: