University of Houston ◢ Clear Lake

Bookstore Department Charge Form

TAPE Receipt Here (Do not staple.)
<u>Cashier Instructions</u>

3 <discount plan>
Scan items
20 <tax code>
37537537595 <enter>
<total>
<total>
Enter payment amount <SFA>
Enter Speed Type for account #
<enter>
If not approved, a manager needs to set up the account in PeopleSoft.

This form must be completed in its entirety prior to submitting to Accounts Payable by Bookstore.

This form is available at the Bookstore cash registers and [Accounts Payable website](#).

* <u>Purchaser:</u>
After completing this form and your purchase, the bookstore will initiate the chargeback process.

UHCL Accounts Payable
281-283-2130
AccountsPayable@uhcl.edu

Effective 09/01/14

To be completed by purchaser:

Department _____

Speed Type _____

Cost Center _____

Account _____

Name (Print) _____

Signature _____

Phone Ext _____

Business Coordinator's Signature (if over $50):

X _____ Date _____

Print Name: _____

Item Description (if not clear from receipt) and **Purpose**:

How does this **benefit** the University?

Business Coordinators:	Ext / Box
Admin & Finance (Budget): Deja Sero	2108 / 12
BUS (School of Business): Ed Altemus	3104 / 385
EIH (Environmental Inst of Hou): Carla Salter-Eaglin	3012 / 230
Enrollment Mgmt: Gwen Parker	3036 / 74
FMC (Facilities, Maintenance, Construction): Lydia Sonier	2250 / 322
HSH (Human Sciences & Humanities Sch): Susanne Clark	3350 / 508
International Initiatives: Lea Black	2115 / 74
Library: Carla Salter-Eaglin	3012 / 230
OIE (Ofc of Institutional Effectiveness): Lea Black	2115 / 74
OSP (Office of Special Programs): Lea Black	2115 / 74
President's Office: Judy Chapmon	2028 / 43
Provost: Lea Black	2115 / 74
SCE (Sch of Science & Computer Enginrg.): Mike MacDonald	3718 / 415
SOE (School of Education): Sonja Fairbanks	3616 / 114
Student Services: Cindy Saltzman	3003 / 74
UCT: Carla Salter-Eaglin	3012 / 230