University of Houston Clear Lake

Bookstore Department Charge Form

TAPE Receipt Here (Do not staple.)
Cashier Instructions

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.

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?

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.

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

Business Coordinators:	**Ext / Box**
Admin & Finance (Budget): Susan Green	2105 / 12
BUS (School of Business): Ed Altemus	3104 / 385
EIH (Environmental Inst of Hou): Carla Salter-Eaglin	3012 / 230
Enrollment Mgmt: Caron Park	3942 / 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

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

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