



Accounts Payable
 MSN: 3C1
 Tel: 3-2580; Fax: 3-2589

**Mason Bookstore Charge
 Barnes & Noble**

Delivery Information

Deliver To: _____

Building: _____

Room #: _____

Phone: _____ MSN: _____

Contact Person: _____

Department Information

Department Name _____

Phone: _____ Fax : _____

Fund or Org(s) to be charged: _____

Account Code _____

Activity Code (requires preapproval) _____

Item Number	Description of Items/Services Desired May Not be Used for Gift Card Purchases	Quantity	Unit Price	Purchase Amount

Total Purchase Amount

Approval Signature

 Signature of Approving Official for Fund/Org Print Name Title Date

A copy of this form should be retained by the requesting unit.