

## College of Coastal Georgia Coke Charge Voucher

Account	Fund	Department	Program	Class	Project
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If you are splitting with an additional account, please note additional account

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Date of Event: \_\_\_\_\_

Name of Account to Charge: \_\_\_\_\_

Requester Name: \_\_\_\_\_ Email to contact : \_\_\_\_\_

Location to deliver: \_\_\_ Campus Center \_\_\_ SAC \_\_\_ Res. Housing \_\_\_ Admin Building

**Description:**

Item to Purchase	Event(i.e., orientation, etc)	# of cases	Unit Price	Total Price

**Amount Total: \$** \_\_\_\_\_

**Dept. Approval:** \_\_\_\_\_

**Date Submitted to Business Services:** \_\_\_\_\_

**Business Services Approval:** \_\_\_\_\_

**Approved Date: :** \_\_\_\_\_

**GUIDELINES/PROCESS:**

- Fill out form in entirety and have Dept Approval Signed
  - Turn in form, per diem guideline and supporting documentation (if needed) to Business Services for approval or electronically to Imoyer@ccga.edu
  - Business Services will email requestor and Auxiliary Services when approved
  - Auxiliary Services will order, contact requester of delivery dated and have product delivered to checked location above
- Must be approved 5 business days prior to purchase of delivery dated needed**
- Once product is received, provide delivery receipt for payment process to Phyllis

**NOT ALLOWED:**

- Personal use

Last updated on: 11/29/2011