



THE UNIVERSITY OF ARIZONA

# BookStores

UA BookStores  
 1209 E. University Blvd.  
 Tucson, AZ 85721-0019  
 520.621.8861

\* All Shaded Areas Must Be Completed By Department

UA Department:	_____	Contact Title:	_____
Contact Name:	_____	Contact Phone:	_____
Contact Email:	_____		

ACC.	SUB ACCT.	OBJECT CODE	SUB CODE	PROJECT CODE	ORG REF ID	QTY	UNIT COST	EXTENDED AMOUNT	PRODUCT DESCRIPTION

(Appropriate tax will be added at time of transaction)

**Total:** \_\_\_\_\_ (Excluding Tax)

**Business Purpose:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**This form is being submitted to us in compliance with Financial Service Manual Section 9.10. Authorized funds are available in the account(s) specified above: Gift Cards are not allowable. The goods or services requested are for bona fide business purposes of the account charged. Any changes after the Fiscal Officer/Delegates approval will void this form. Listed Department Contact and Fiscal Officer must be different people.**

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**PLEASE RETAIN A COPY FOR YOUR FILES**

Fiscal Officer/Delegate Name:	_____
Fiscal Officer/Delegate Email:	_____
Fiscal Officer/Delegate Signature:	_____ Date: _____
Total Maximum Amount (Excluding Sales Tax):	_____