

Date: _____

BOOKSTORE CHARGE FORM
(Attention Bookstore: Not valid over \$2000)

UHV COST CENTER _____
Speedtype

Final Bookstore Charge: \$ _____

Description: _____

Purpose: _____

UHV PO Number: 765-05-0006 UHV Cost Center Authorization Signature: _____

Instruction: Complete and present to Cashier at VC Bookstore. The cashier will fill in the final Bookstore charge (above). Victoria College will invoice the University and attach a copy of this charge slip as documentation. The Finance Department will process the voucher for payment. The Bookstore manager is Tim Terry, 572-6430.

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