

**Barnes & Noble Department Charge Form**

Date:

Department Name: Department Index(es) to Charge:

Requestor:

Phone:

Email:

Account Director/PI: Comments (list unallowable purchases):

Account Director Signature UBO/Grant Accounting Signature

*Users will need to complete the form, acquire needed signatures and forward to the Bookstore or you may send it via email to the Bookstore Manager, Michael Larson:* *michaellarson4@isu.edu**. Once the account is created users will only be required to provide their department name and index when purchasing items at the Bookstore. The Bookstore will forward invoices with a receipt copy to Accounts Payable.*