Student Charge Form

To charge students for miscellaneous items, complete this form and submit it to the Student Accounts Office for processing.

Person submitting charges _____ Department _____Date _____

General Ledger Account Number to Credit ____-_____-_____-____

Instructions or comments: _____
_____
_____

Student Name	ID #	Charge amount	Description
Total Charges		***$***	

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OFFICE USE ONLY:

$_____ ____-_____-_____-____ ____ _____ _____ _____
Debit $ G/L # Code ID # Description Folio

$_____ ____-_____-_____-____ ____ _____ _____ _____
Credit $ G/L # Code ID # Description Folio

Prep _____ Approved _____ Date_____