

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		\$	

OFFICE USE ONLY:

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

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

Prep _____ Approved _____ Date _____