

REQUEST FOR ISSUANCE OF FACULTY CENTER CARDS FOR UNIVERSITY ACCOUNTS.

Date: _____ **Phone:** _____

From: _____
(College, Department, Administrative Unit, Etc.)

Address: _____ **Mail Code:** _____

Email Address for person responsible for cards: _____

This is a request for approval and issuance by the Faculty Center for credit cards per the following table:

	Dept. Code	Recharge ID #	No. of Cards	Person responsible for cards	Phone	Specify R– Restricted U– Unrestricted
1						
2						
3						
4						
5						
6						
7						
8						

“U” - Unrestricted accounts allow charging of alcoholic beverages, and “R” -Restricted, do not. Final decision to authorize an unrestricted account is with the accounting office under the Vice Chancellor.—Administration.

Authority to approve charges for entertainment against general funds (code 19900) in an academic department is vested in the Dean of the school or college. Authority to approve charges against appropriations funded from sources other than General Funds is included in the expenditure authority held by directors and Department Chair-persons.

Authority to approve charges for entertainment in the administrative area is vested in the Chancellor, Vice Chancellor and the Assistant Vice Chancellors responsible for that area.

The person in control of an account is responsible for using it in accordance with applicable University of California and Faculty Center rules and regulations. Also, such person is responsible for notifying the Faculty Center and UCLA Accounting office of requests to change the above list. Including adding, or deleting accounts, e.g.– if fund expires, on another submission of this form. Membership dues are assessed annually.

Requester Name (print)

Title

Signature

Date

Approved By Name (print)

Title

Signature

Date

Approved By Name (print)

Title

Signature

Date

UCLA Accounting Office Approval Name (print)

Title

Signature

Date