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:

<table>
<thead>
<tr>
<th>Dept. Code</th>
<th>Recharge ID #</th>
<th>No. of Cards</th>
<th>Person responsible for cards</th>
<th>Phone</th>
<th>Specify R— Restricted U— Unrestricted</th>
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</table>

"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  

UCLA Accounting Office Approval Name (print)  
Title  
Signature  Date  

Approved By Name (print)  
Title  
Signature  Date  

Approved By Name (print)  
Title  
Signature  Date  

Approved By Name (print)  
Title  
Signature  Date