



General

There are some
Generally, such
discount or tax

Policy

Departments
not appear on

Procedure

1. Dire
 - a.

form #0501, Appendix II) must be prepared beforehand and forwarded to the Bursar's Office at least 48 hours in advance of the date it is required.

- c. By Credit Card (Example: gasoline and service for trucks and cars owned or leased by the University).
 - 1. The use of credit cards is restricted to specific projects by authorized departments. These can be obtained by making separate application to the Bursar's Office.
- d. By acquisition from the University Bookstore against an authorized signature.
 - 1. The University Bookstore maintains a list of accounts and the persons authorized to sign against them and will provide goods to these persons against a signature on the invoice.
 - 2. These invoices will not be submitted to the department for approval but will be paid directly by the Bursar's Office on receipt.

Appendix I
Items Authorized for Direct Acquisition

- 1. Gasoline for trucks and cars owned or leased by the University
- 2. Reprints of papers published in scientific journals
- 3. Telegrams
- 4. Membership in learned societies
- 5.