



Department Charge Form - Retail Locations

Please fill out all requested information and send to Memorial Union Office, Room 101 or e-mail completed form to Department Charge (department-charge-l@mtu.edu) 24 hours prior to the charge.

Location:

Date of Charge:

Position:

Department:

Authorized By: (Print Name)

Authorized Signature:

Phone Number:

Email

Business Purpose

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Names of Authorized Users

Cashier Instructions: Follow Department Charge Procedures when ringing up. Attach all receipts related to this department charge to this form.