



For Office Use ONLY Billing No _____

Instructions: This form is used when **requesting, changing, or deleting** budget billing information at the Office of Physical Plant. Send completed form to Room 268, Physical Plant Building. Retain copies for department/FO purposes, as applicable.

Date: _____ New* Change* Delete*

Requestor Name _____ Requestor E-mail _____

Requestor Address _____ Requestor Telephone # (work) _____

Administrative Area: _____ Department Name: _____

****Direct-Billing Charge Information**

<u>Dept. Ref. No.</u>	<u>Dept. No.</u>	<u>Fund Name</u>	<u>Fund No.</u>	<u>Obj. Class</u>	<u>Proj. No.</u>
_____	_____	_____	_____	309	_____

Budget Administrator/Executive Date Financial Officer Date

* Authorized signatures required if Material Billing Authorization is new, budget information changes, if the Billing Authorization is being deleted, or there are signature changes.

**The above budget authorization will be used to direct-bill the department for charges accumulated for materials purchased from OPP Stores