



AN HONORS UNIVERSITY IN MARYLAND

UMBC Bookstore

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, MD 21250

PHONE: 410-455-2695

FAX: 410-455-8980

VOICE/TTY: 410-455-6867

WEB: <http://bookstore.umbc.edu/>

To: Deans, Department Chairs, and Program Directors

From: Erin McGonigle/ Bookstore

Re: Department Charge Signature Authorization Sheets

It is the end of another fiscal year. The current Bookstore authorization sheets will expire on June 30th 2014. Please use the packet provided to supply the Bookstore with new sheets for FY15!

Enclosed is a copy of the UMBC Bookstore Department Charge Authorization Sheet. Our in house charge system allows members of your department to simply walk into the bookstore and purchase supplies whenever needed.

Please complete the paperwork attached to establish an account for the new fiscal year, FY15. On the authorization sheets, please write authorized individual chart strings in their entirety (fund, prog fin, dept, project, activity ID, resource type and analysis type). **Limit one chart string per PS chart string line.** Remember to have appropriate individuals sign the space provided. When you have completed your sheet(s), please return them to the bookstore. Paperwork is also available for download from our website.

Any deletions or additions to the sheet over the course of FY15 must be sent in writing. **Phone authorizations are not accepted.** On all grant accounts, Principal Investigator and Department Chair must sign the UMBC Bookstore Department Charge Authorization Sheet.

Also, please inform your department that they should know the chart string they would like to use for their purchase upon entering the Bookstore. Many departments have multiple chart strings and it **IS NOT** the Bookstore's responsibility to know the chart strings.

Also enclosed are One Time Authorization forms for occasions when someone other than the authorized individual needs to make a purchase. Remember someone authorized must sign the form to make it effective.

As a reminder, the UMBC Bookstore staff is required to ask for a picture ID when faculty and staff are signing for department charges. This is a state mandated auditing procedure utilized to protect the UMBC community and to prevent illegal use of departmental accounts. **It is mandatory that a member of your department shows their ID when making purchases.**

Please return **by July 7, 2014** so we may continue to provide uninterrupted service.

Thank you for your support throughout the year.