

Barnes & Noble Bookstore Departmental Charge(s)

Department Name: _____

Banner FOAP to be used for Bookstore Purchases: _____

APSU Person with Signature Authority for FOAP provided: _____

APSU Employee Making Purchases on Behalf of Department

Print Name

Signature

Date

**For Internal Audit Purpose - Please provide a brief/general description of what is purchased and why.
(To be completed by APSU Person making the department purchase).**

** APSU departments shall receive a 20% discount on all authorized departmental purchases **except** adopted textbooks, special orders, sale books, class and alumni rings, computer software, periodicals, discounted merchandise, computer hardware, health and beauty aids, food snacks and beverages.*

To be completed by Barnes & Noble Bookstore Management or Staff

APSU ID checked:

(signature of Bookstore Management or Staff)

Confirm Items Purchased:

(signature of Bookstore Management or Staff)

Total Order Amount:

Attached: Receipts or Invoices relating to charges made.