



UAA General Support Services (GSS) Request to Direct Charge Restricted Fund

Please complete this form and submit directly to GSS to charge a restricted fund for Mailroom or Copy & Print Center services. This form must be submitted to GSS at the time service is requested.

This form may not be used as blanket approval for recharge center services. Separate forms will need to be submitted for each mailing, copy center job, etc.

Questions regarding this form may be sent to uaa_contracts@uaa.alaska.edu.

Requesting Department: _____

Grant No.

Fund No.

Org No.

Acct. Code

Budget Period for Fund Number: _____ to _____

Cost Not to Exceed: _____

What is being purchased?

Why does the expense need to be direct charged to the grant?

How does the grant benefit from the expense?

Printed Name of Preparer

Date

Printed Name of PI

Signature of PI

Date