



MANUAL USAGE

(Cost of Goods Sold, Forfeited Security Deposit, Sales Tax, Occupancy Taxes, etc.)

▶ **Requestor's Name** _____

▶ **Requestor's E-Mail** _____

▶ **Phone or Extension** _____

▶ **Project Number** _____

▶ **Task Number** _____

▶ **Award Number** _____

▶ **Usage Type** _____

▶ **Amount** _____

▶ **Comments**

Submit to the cognizant Office of Financial Services (Institute Finance, Institute Reporting, or Project Accounting) for approval.

OFFICE OF FINANCIAL SERVICES USE ONLY	
Requested By: _____	Date: _____
Approved By: _____	Date: _____
<i>Financial Services</i>	
Batch Number: _____	
Approved By: _____	Date: _____
Entered By: _____	Date: _____