



## INTERNAL SERVICE REQUEST/AUTHORIZATION

Select Service(s):

- \_\_\_\_\_ Copy card purchase
- \_\_\_\_\_ Add value to copy card
- \_\_\_\_\_ Pay overdue fine
- \_\_\_\_\_ Document Delivery Service (includes ILL) for pickup at desk
- \_\_\_\_\_ Other (please specify)\_\_\_\_\_

UAB Charge Account Information (Oracle GL or GA Account String)

GL\_\_\_\_\_

GA\_\_\_\_\_

TOTAL AMOUNT TO BE DEBITED:                   \$\_\_\_\_\_

DEBIT ACCOUNT APPROVALS:

\_\_\_\_\_  
Requested By/Date

\_\_\_\_\_  
Authorized By/Date  
Phone Number\_\_\_\_\_

**\*\*\*\*MUST BE SIGNED BY INDIVIDUAL AUTHORIZED TO APPROVE  
EXPENSES CHARGED TO YOUR DEPARTMENT'S ACCOUNTS\*\*\*\***