

Please email the completed form to [finance@unbc.ca](mailto:finance@unbc.ca).

UNBC Department Information	
Date:	
Contact Name:	
Email:	
Department:	

Organization/Customer Information		
Company Name:		
Contact Name:		
Address:		
City:	Province:	Postal Code:
Email:		

Description of Charges	
Date of charges/reference date:	Amount
Description:	\$
Description:	\$
Description:	\$
Description:	\$
<b>Total</b>	<b>\$</b>
Are taxes included in the price?    Y    N	If no, please check the applicable taxes:    GST    PST    None

UNBC Authorization			
FUND:	ORGN:	ACCT:	PROG:
Signature:		Signing authority name:	