DIRECT CHARGE OF INTERNAL SERVICES
OTHER THAN FLEET, GARAGE, I&MT, PARKING OR UNION/DINING SVCS

The ____________________________ has agreed to assume
University Department
Financial responsibility for the purchase of the following goods and/or services:

The Service Providing Department is:   Edith S. Hefter Conference Center

The method of payment will be:

[ ] Direct charge

<table>
<thead>
<tr>
<th>Acct</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Subclass</th>
<th>Bud Yr</th>
<th>Proj/Grant</th>
</tr>
</thead>
</table>

The undersigned agrees to meet all the financial obligations incurred for the above purchase of goods and/or services. The University Department shall accept full responsibility for these financial obligations. This form can be signed by any of the individuals below. If name and title are not readable, the form will be returned.

Date
Send invoice to:

Please Print Your Name

Please Print Your Title

Signature of Dean, Director, Department Chairman, UBR or Other Authorized Signature.

Billing Department Use Only:

Credit Coding

<table>
<thead>
<tr>
<th>Acct</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Subclass</th>
<th>Bud Yr</th>
<th>Proj/Grant</th>
</tr>
</thead>
</table>

Reference

Reference field can be used by the Service-Providing Department to indicate the provider's name and month of billing. The field is 30 characters long and will appear as the description on WISDM.

An original copy of this form must be submitted to the SCE Conference Services Office at least fourteen (14) days in advance of the event date. Scanned or faxed copies are not acceptable.

Revised 11/17/2004