form update: 11/20/2019 form received:_____.

Pre-Authorization of Direct Charge Form

Campus Departments
Additional/Removal of Authorized Contacts

Please complete and return to UWM Student Union Business Office, Union Suite 300A or unionadm@uwm.edu. If you have any questions regarding this form, please email Union Business Office or call (414) 229-7414.

Departmental Information:

Department Name: _____

Departmental UDDS Org Number (Six Digits): | | | | | | |

Signatory Authority: _____
(Print name here)

Signature: _____
(Sign name here)

Additional Authorized Contacts:
The below listed individuals will be listed as authorized contacts to request services from the Student Union, including space and services from Event Services and services from Marketing Services. These contacts will be able to make reservations and have permission to bill the department.

Name	Title	Phone Ext.	Email	Select
				Add
				Remove
				Add
				Remove
				Add
				Add
				Remove