



**Pre-Authorization of  
Direct Charge Form  
Campus Department  
New Client/Default Funding Change**

UW-Milwaukee business practices require Student Union Business Operations to verify all campus personnel doing business with the Student Union be approved to do so by an individual with signature authority for internal charges for a departmental UDDS (UWM's Unit, Division, Department and Sub-Department coding). Service providers will verify billing information at the time of service.

Please complete and return to 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.

**Please check what you would like to do:**

Add a new department client

Change of default funding string

*Please note that if you are using this form to create a new department client, you will also need to complete the Additional Authorized Contacts Pre-Authorization form as well.*

**Departmental Information:**

Department Name: \_\_\_\_\_

**Default Method of Payment:**

The default direct charge billing string on this form will be used *unless* another method of payment is specified for a specific service or order. The signature of billing authority must be an individual with direct charge signature authority for the billing string listed.

Direct Charge

If you checked the *direct charge* option, please provide your billing string below:

<b>2650</b>					
<b>Account</b>	<b>Fund</b>	<b>Program</b>	<b>Org</b>	<b>Sub-Class</b>	<b>Project</b>

External Charge

**Department Billing Authority:**

Primary Contact: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_ Campus E-mail Address: \_\_\_\_\_

Signatory Authority: \_\_\_\_\_

(Print name here)

Signature: \_\_\_\_\_

(Sign name here)