



Charge Assignment Form

This form should be use for charges prior to posting to the general ledger in PeopleSoft. Use this form for Akron Visa (P card) or personal reimbursement/travel. For charges that have already posted to your accounts, journal transaction/cost transfer forms are to be used.

Date:

Your name:

Your UA Employee ID #:

Type of charge	Charge Amt.	Description	Speedtype
Akron Visa (P card) Reimbursement			
Akron Visa (P card) Reimbursement			
Akron Visa (P card) Reimbursement			
Akron Visa (P card) Reimbursement			

Notes (If business meal, please list all attendees and their affiliation. If travel, please state purpose of trip. If mileage reimbursement is requested, please state auto insurance company)

I confirm that the charges above are allowable to the proposed speedtypes to the best of my knowledge

Your name

Your Signature

Faculty adviser name (if applicable)

Faculty adviser signature (if applicable)

*Return completed form along with any receipt(s) to CPSPE Office of Finance & Budget GDYR 333A
or email finance-cpspe@uakron.edu*