USF Bookstore College/Department FOP Charge: Employee Authorization or Revoke Permission Form

Barnes and Noble College Bookstore (BNC)

Authorized Hilltop Shop (HTS) Budget Managers: Please download this form to authorize or revoke permissions to charge a department FOP at the USF Bookstore. Please email the completed form to eprocurement@usfca.edu. Purchasing & Ancillary Services (PaAS) will review/verify the information and will send a confirmation email with the form attached to the Business Manager and to the bookstore. The confirmation email will state that the permission status (authorize or revoke) will be active in the bookstore within 5 business days. The employee must present their USF ID to complete the sales transaction. The authorization will remain active until the Budget Manager revokes the permission by emailing this form to eprocurement@usfca.edu. Estimated Total Processing Time: Up to 10 business days.

Date:				College/				
D 4				Department:				
Budget Manager				Email				
Name: Permissions: Authorize or Revoke				Address:				
	Employee				FOP STRING:			If applicable:
				Name	(Note: Account code will be supplied by PaAS based on commodity purchased)			
				of				
	First:	Last:	CWID:	FUND/ORG	FUND:	ORG:	PROG:	CODE:
							7/14/2022, J. Tey	