

PROCESSING CREDIT REQUEST

OTECH 110 (REV. 08/11)

**OFFICE OF TECHNOLOGY SERVICES
 USE ONLY**

DEPARTMENT		DATE
NAME		PHONE NUMBER
OTECH CUSTOMER RELATIONS REPRESENTATIVE		CALNET
JOB NAME	JOB NUMBER	PROCESS DATE
AMOUNT OF CREDIT, IF KNOWN	OTECH ACCT. CODE	IAA NUMBER
DESCRIPTION OF ERROR		
USE REVERSE SIDE OF FORM IF NECESSARY. INCLUDE ALL REQUIRED DOCUMENTATION.		

OFFICE OF TECHNOLOGY SERVICES USE ONLY

COMMENTS

JOB COST	SIGNATURE	DATE
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DISPOSITION

<input type="checkbox"/> APPROVED AS REQUESTED <input type="checkbox"/> PARTIAL CREDIT APPROVED	<input type="checkbox"/> NEGOTIATED CREDIT APPROVED <input type="checkbox"/> CREDIT APPROVED
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REVIEWER'S COMMENTS	Fiscal Use Only	
	Account Number _____ Amount to be Credited \$ _____	
SIGNATURE	DATE	