



University Village Bookstore
Old Dominion University
4417 Monarch Way, Norfolk, VA 23508
Phone: 757-423-2308
shopodu.com

BOOKSTORE PURCHASE AUTHORIZATION

Date: _____

I authorize the following person(s) to purchase items for our department:

Contact Person (Print): _____

Department or Organization Name: _____

Budget Code: _____

Authorized Approver Name (Print): _____

Authorized Approver Signature: _____

Purchase Dollar Limit (if any): _____

Items authorized to purchase (if applicable): _____

Email address to receive PDF copy of receipt: _____

**Paper copy of receipt should be returned to department's accounting contact within 48 hours.*

Instructions for student organizational purchases:

- Large orders (10 or more units – either different items or same item) should be pre-ordered. Pickup will be available in 24 to 48 hours.
- Small in store order (<10 items) require a printed authorization form.
- Gift cards are not allowed to be purchased or used.

Please send completed form to an email below to be processed:

- **Technology items (computers, tablets, headphones, cables, etc.): techstore@odu.edu**
- **All other items: rhpotter@odu.edu**

The contact person listed above will be contacted once requested items are ready to be picked up.

**Department purchases (including PCards) are not available via the bookstore's website.

Bookstore invoices are sent to ODU Office of Finance at the beginning of each month for processing.