



# CHARGEBACK AUTHORIZATION FORM

Please provide the following form with all CUPF building use requests or applications where payment will be via regular interagency chargeback.

Department	
Division/Program	
Phone	
Contact Name	
E-Mail receipt to	
<b>Charges for: (as applies)</b>	
Permit Number	
Event Description (Ex. Community Meeting)	
Location/Building	
Date of Service (s)	
Cost	
<b>Chargeback codes:</b>	
Fund*	
Cost Center	
Account	
<b>Supervisor Name (print)</b>	
Signature	
Date	
<b>COMMENTS</b>	

Departments charging grant funds or capital projects must process PTAE0 Journal Entries. \*Fund 405 must be processed via PTAE0. CUPF does not have access to this ERP module.

Departments processing payments via PTAE0 modules should credit:

Schools- 520.70120.44037

Silver Spring Civic Building 520.70120.44061

County Buildings (EOB, COB, Cottage) 520.70120.44085

Return form via email to

[Elizabeth.habermann@montgomerycountymd.gov](mailto:Elizabeth.habermann@montgomerycountymd.gov)