



UC SAN DIEGO RECREATION

OUTBACK ADVENTURES

RECHARGE FORM

Instructions: Completely fill out this form for each recharge. A recharge is the process for one UCSD Department to be charged for goods and services of another UCSD Department. Return this form to Mail Code 0004 or by fax to 858-453-8762. Thanks for printing clearly and providing all information needed.

DATE: _____ **AMOUNT:** _____

List all Outback Adventures goods/services purchased on this recharge:

RECHARGE INFORMATION

DEPARTMENT NAME: _____

CONTACT NAME: _____

SIGNATURE: _____

(This completed form returned via email authorizes transfer of funds from the given Recharge Index #)

PHONE EXTENSION: _____

CONTACT PERSON'S EMAIL: _____

FINANCIAL OFFICER'S NAME: _____

PHONE EXTENSION: _____

FINANCIAL OFFICER'S EMAIL: _____

MAIL CODE: _____ **RECHARGE INDEX:** _____

OUTBACK STAFF PERSON: _____

Recharge Form (revised 02/11)