

**MONTGOMERY COLLEGE
AUTHORIZATION TO PAY FOR NON CREDIT COURSE FROM DEPARTMENT BUDGET**

INSTRUCTIONS: FORM MUST BE COMPLETED AND PRESENTED AT A WDCE CUSTOMER SERVICE CENTER TO PROCESS REGISTRATION.

TO BE FILLED OUT BY MC STAFF REGISTERING FOR NON CREDIT COURSE

Date:

NAME:

M#:

CRN: **COURSE TITLE:**

BEGIN DATE: **END DATE:** **CAMPUS:** **DAY(s):** **TIME:**

TUITION: \$ **FEE: \$** **TOTAL : \$**

MC STAFF SIGNATURE:

SIGNATURE	TITLE	DATE

ACCOUNT MANAGER AUTHORIZATION

BUDGET ACCOUNT TO CHARGE (Full FOAPL/department account number required):

FUND	ORGANIZATION	ACCOUNT	PROGRAM

ACCOUNT MANAGER:

NAME	TITLE

ACCOUNT MANAGER AUTHORIZATION:

SIGNATURE	TITLE	DATE

WDCE CUSTOMER SERVICE WILL REGISTER COMPLETED FORMS, IMAGE INTO THE STUDENT ACCOUNT, AND SEND ORIGINAL WITH ANY ATTACHMENTS TO:

**MONICA WONG
COMPTROLLER
OBS-MKE**

OBS will post STCP payment to student account and JV student receivable account 1110-1299 and charge department.
(REVISED FORM CREATED APRIL 19, 2016)