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	Cost Center	ACCOUNT	PROGRAM	Discipline if applicable

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:

DARNIEL DORSEY   and a copy to Catherine Giovannetti/ WDCE finance Manager
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 REVISED January 24, 2023)