

No Charge Approval Request

Project Information

Job Mgmt #: _____ Sales Order # S Request Date: _____
 Project Name: _____ Dollar Amount: \$ _____

Responsible Party:

- | | | | |
|--|---|---|--------------------------------|
| <input type="checkbox"/> Project Manager | <input type="checkbox"/> Warehouse Damage | <input type="checkbox"/> Warehouse Loss | Warehouse Mngr Initials: _____ |
| <input type="checkbox"/> Outside Sales | <input type="checkbox"/> Concealed Damage | <input type="checkbox"/> Vendor Error | <input type="checkbox"/> Other |

Reason for Request: _____

**Please attach any supporting documentation. (Ex: pictures, emails, etc.)*

Who is Helping to Resolve? _____

What Has Been Done?

Is Accounting Aware? Yes No

Comments:

Requestor Signature: _____

Manager Approval

Manager Signature: _____

Approval Status: Accepted Declined

Accounting & Credit Approval

Acting Signature: _____	Credit Signature: _____
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Acting Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined	Credit Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined
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Owner Approval

Owner Signature: _____

Approval Status: Accepted Declined

Authorization is REQUIRED prior to processing a ticket for free material or if you have the knowledge that the customer is going to decline payment for any reason. This form needs to be fully Approved before entering anything.