



Office of Controller
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Central Travel Account (CTA)

Default Index Authorization Form

In the event that we are unable to reconcile our Central Travel Account within the time allowed, we authorize Accounts Payable to use the following index/fund to issue payment. We understand that payment documents **must be** turned in, and that appropriate index/fund adjustments will be made at that time.

Index/Fund:	_____	Date:	_____
Authorized Signature:	_____	Last 8 digits of CTA:	_____
CTA Account Name:	EWU-_____	<i>(For Accounting Use Only)</i>	

Cardholder Printed Name: _____ E-mail _____

Approver Printed Name: _____ E-mail _____

Questions? Travel Accounting: 509/ 359- 2249
Accounts Payable: 509/ 359-6608 or 359-6370.

Return form to, 319 SHW. Thank you.