Texas A&M University - Commerce
Memorandum for Record
Documentation in Lieu of Receipt or Invoice

Print Form

Reset Form

Today's Date: _____ Cardholder Name: _____

Transaction Information:

Vendor Name: _____ Transaction Date: _____

Transaction Amount: _____ Tax Amount: _____

Item(s) Purchased: (Please itemize):

Item(s) Purchased For:

Reason for Missing Receipt:

Certification:
I certify that the above purchase was made by me for Texas A&M - Commerce, and I verify that there was no tax charged on this purchase. Additionally, if a business meal was purchased, I have documented it with the Business Meals/Food Purchase Justification and itemized the alcohol purchased.

_____ _____
Signature of Individual Date

_____ _____
Signature of Department Head Date