

Texas Engineering Experiment Station

MEMORANDUM FOR RECORD Documentation in Lieu of Receipt or Invoice

Today's Date: _____

CARD INFORMATION:

Cardholder Name: _____ Card Number: _____

Name of person (other than cardholder) making purchase: _____

Phone # _____ Fax # _____ Mail Stop: _____

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 _____ (purchaser name) certify that the above purchase was made by me for Texas Engineering Experiment Station Business and I verify that there was no tax charged on this purchase. Additionally, if a business meal was purchased, I have documented the 5 IRS "W"s and itemized the alcohol purchased separately and have indicated a non-restricted account for the alcohol charge.

Name: _____ Relationship to Cardholder: _____
(Please Print)

Signature: _____ Date: _____

Department Approval: _____