

PURCHASE REPORT FORM

NAME:

DATE:

DEPARTMENT:

I UNDERSTAND THAT ALL GOODS PAID FOR WITH UNIVERSITY FUNDS WILL BE RETAINED BY THE DEPARTMENT. SALES TAX CANNOT BE INCLUDED ON PURCHASES. PLEASE PROVIDE VENDOR WITH TAX EXEMPTION FORM:

<https://fmo.tamu.edu/media/65002/tx-sales-tax-exemption.pdf>.

CREDIT CARD PURCHASE

REIMBURSEMENT

PLEASE PAY INVOICE

VENDOR(S) USED:

DATE PURCHASED:

AMOUNT:

DATE(S) RECEIVED:

AMOUNT:

DATE(S) RECEIVED:

SOURCE OF FUNDS:

PURPOSE AND BENEFIT (i.e. graduate student/faculty recruiting, business meal with guest speaker, etc. -- be as specific as possible and NO acronyms.):

LIST OF ATTENDEES (only if Business Meal):

PLEASE ATTACH RECEIPTS TO THE BACK OF THIS FORM OR ON A SEPARATE PAGE. ALL RECEIPTS MUST BE ITEMIZED. SALES TAX CANNOT BE INCLUDED OR REIMBURSED. DO NOT TAPE OVER WRITING.

SUBMIT TO THE LASB BUSINESS HUB FOR PROCESSING: lasbbusiness@tamu.edu or LASB 311.

FOR BUSINESS OFFICE USE ONLY:

ACCOUNT:

AMOUNT:

ACCOUNT:

AMOUNT:

ACCOUNT:

AMOUNT:

ACCOUNT:

AMOUNT:

APPROVED:

DATE:

REALLOCATED:

DATE: