

Documentation Record in Lieu of Receipt/Invoice



TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System

Date:

**Cardholder
Name:**

All transactions on the Procurement Card require receipts. If a receipt has been lost, or is otherwise unavailable, please fill out this form.

Vendor Name:

**Transaction
Date:**

**Transaction
Amount:**

Description of item(s)/service purchased:

Reason for no receipt/invoice:

I certify that the above purchase was made by me for Tarleton State University business and I verify that there was no unallowable tax charged on this purchase. Additionally, if this was a business meal, I have documented who, what, where, when, and why in the description; any alcohol purchased has been itemized separately and I have indicated a non-restricted account for the alcohol charge.

Cardholder Signature

Date

Supervisor Signature

Date

Attach completed form to your expense report.