

Texas A&M International University
Procurement Card
Supplemental Documentation/Missing Receipts Form

Date _____

Cardholder Name _____

Department _____

Please complete all sections, print and include with Transaction Log. Please attach any documentation from the vendor/merchant. This form is to be used only as additional documentation when:
(Please Check reason)

☐ Vendor does not provide invoices or receipts, attach vendor documents. (required)
Explain _____

☐ Original invoice or receipt is incorrect. (List payment and explain reason for change)

☐ Receipts not available (Explain why receipt not available)

☐ Other (Explain below)

Vendor Name _____

Vendor Address _____

Vendor City _____ Vendor State _____ Vendor Zip _____

Vendor Telephone # _____

Date of Purchase _____ Amount of Purchase _____

Description of Goods/Service _____

Cardholder Telephone # _____

Cardholder
Signature _____

Department Head
Signature _____