



## Documentation for Missing Payment Card Receipt

Today's Date: \_\_\_\_\_

### **CARD INFORMATION:**

Cardholder Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Name of person (other than cardholder) making purchase: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

### **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 A&M 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: \_\_\_\_\_