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| **TEXAS A&M UNIVERSITY** |
| DEPARTMENT NAME |
|  |
| College Station, Texas 77843 |
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| **INVOICE NO:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **INVOICE DATE:   \_\_\_\_\_\_\_\_\_\_\_** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | Bill To: TEES | |  | |  | |  | | |  | |  | | --- | | **AMOUNT DUE** | | $ 00.00 | |

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|  |
| Please Reference Invoice Number and Below Information With Payment |
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| --- | --- | --- | --- |
| Reimbursement of Expenses Already Paid by TAMU | Price | Quantity | Total |
|  |  |  |  |
| FAMIS Account #, FAMIS voucher #  OR | 00.00 | 1 | $00.00 |
| FAMIS Account #, type of Citibank card and FAMIS reference 2#) | 00.00 | 1 | $00.00 |
|  |  |  |  |
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|  |  |  |  |
|  |  | **Grand Total:** | $00.00 |

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|  | Above: If reimbursing TAMU for a voucher paid on CC02 funds, input the TAMU FAMIS Account number you are reimbursing along with the TAMU voucher number (i.e., 241892, V#XXXXXXX).  If reimbursing a Citibank card charge on CC02 funds, input the TAMU FAMIS Account number, card type (Pcard or Travel Card), and FAMIS Ref 2 number (i.e., 241892, Travel Card, ref 2 #).  Note: TAMU does not allow this process for tuition. Reductions to expense related to tuition must be processed with a Q-doc.   Use this completed invoice to create a non-PO AggieBuy invoice and include receipts and all related backup for charges. | | |
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| **REMIT TO:** | | |  |
|  | | | AggieBuy vendor: X0101417 Texas A&M University  Financial Management Services |
|  | | | TAMU MS 6000 |
|  | | | College Station, TX 77843-6000 |

For inquiries about this invoice, please contact “your name” at “phone #” or “email”@tamu.edu.