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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 |
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| **AMOUNT DUE** |
| $ 00.00 |

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| Please Reference Invoice Number and Below Information With Payment |
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| Reimbursement of ExpensesAlready 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: X0101417Texas 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.