

Today's Date



Memorandum For Record

Documentation in Lieu of Receipt or Invoice

Transactions on the University issued Payment Card requires all receipts. For transactions on the University /Agency Travel Card and the DART Travel Card not all receipts are required. Click [here](#) to view receipt requirements for the University/ Agency Travel Card and DART Travel Card.

If a required receipt has been lost, or is otherwise unavailable, please fill out this form and attach to the expense report for the Payment Card or to the expense report in Concur for travel.

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 University/Agency Business and I verify that there was no unallowable 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 (Please Print):

Relationship to Cardholder:

Signature:

Date

Department Approval:

Date