



Reduction to Expense Request Form

INSTRUCTIONS: This form must be used to submit payments for expenses originally paid by TAMUS, TAMU, TAMUG, or TAMUHSC accounts via voucher, payment card, or interdepartmental transfer. If the expense has not cleared the account before the reimbursement is received, please indicate below by typing **SUSPENSE** in the Voucher #/Procard #/Ref2# field. **Each check must be properly endorsed.**

- | | |
|-----------------------------------------------------|--------------------------|
| 1. Complete form for each check. | Select Agency: 01 |
| 2. Print form. | 02 |
| 3. Sign and Date form. | 10 |
| 4. Mail form to FMO Sales & Receivables, TAMU 6000. | 23 |

Check Number	Payer Name

To be applied to:

Account #	Support Acct #	Expense Object Code	Voucher #/ProCard#/Ref2#	Amount

Reason for payment:

Prepared by: _____

Date: _____

Contact Phone: _____

Contact email: _____

SUBMIT FORM TO:
FMO Corrections
MS 6000

NEED HELP?
FMO Sales & Receivables
Phone (979) 845-4035
ar@tam.u.edu