



**THE TEXAS A&M  
UNIVERSITY SYSTEM**

**MEMORANDUM FOR RECORD**

Documentation in Lieu of Receipt or Invoice

Today's Date:

Transactions on the University-issued Payment Card require ALL receipts. For transactions on University-issued Travel Cards (including DART Cards) not all receipts are required. Click [here](#) to view receipt requirements.

Concur mobile should be used to capture receipt images as charges are incurred. If the vendor does not provide receipts, this form may be filled out and attached to the expense report to document the purchase and certify that no receipt was provided.

**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 IRS 5 "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 \_\_\_\_\_