DEPARTMENTAL REQUISITION
LOCAL REIMBURSEMENT VOUCHER
AGENCY 761
PAYROLL DEPARTMENT

A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM

Requisition No. __________________________

Dept. Name: ____________________________

Dept. Acct. No. __________________________

Date: ____________________________

Purchase Order No. __________________________

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION, SPECIFICATIONS AND REFERENCE</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Provide sufficient detail, ie stock number, model number, etc)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Initiator ____________________________ Ext ____________________________ Date _____________

Immediate Supervisor ____________________________ Date _____________

Approval ____________________________ Date _____________

Business Office Only

Date Received: _______________

Expen.Code: _______________

Type Check: _______________

Type Order: _______________

Fun Ver. _______________

AGENCY CERTIFICATION FOR DISBURSEMENT OF FUNDS

I certify that the above services were rendered or good received; that they correspond in every particular with the contract under which they were procured; that the invoice is true and unpaid; and that the claim was presented to the State within the applicable limitations period.

Note: If immediate supervisor is not final approval, forward to approving authority as prescribed. Department retains pink copy.