

**Texas A&M International University**  
**Procurement Card**  
**Supplemental Documentation/Missing Receipts Form**

Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Department \_\_\_\_\_

Please complete all sections, print and include with Transaction Log. Please attach any documentation from the vendor/merchant. This form is to be used only as additional documentation when:  
(Please Check reason)

Vendor does not provide invoices or receipts, attach vendor documents. (required)  
Explain \_\_\_\_\_

Original invoice or receipt is incorrect. (List payment and explain reason for change)  
\_\_\_\_\_

Receipts not available (Explain why receipt not available)  
\_\_\_\_\_

Other (Explain below)  
\_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

Vendor City \_\_\_\_\_ Vendor State \_\_\_\_\_ Vendor Zip \_\_\_\_\_

Vendor Telephone # \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Amount of Purchase \_\_\_\_\_

Description of Goods/Service \_\_\_\_\_

Cardholder Telephone # \_\_\_\_\_

Cardholder  
Signature \_\_\_\_\_

Department Head  
Signature \_\_\_\_\_