

Purchasing Card

PURCHASE SUMMARY
FOR SGA ORGANIZATIONS



TEXAS A&M
UNIVERSITY

Important Information

- Purchasing card may be checked out from accounting by a committee advisor only.
- Complete and return this form **five days before** the date you intend to use the department purchasing card.
- Itemized receipts must be included for all purchases. **Please do not tape the receipts to a piece of paper.**
- **Purchases may not include Texas sales tax.**
- If purchasing office supplies, purchases must be made through the OfficeMax on Harvey Rd., and the department's OfficeMax card must accompany the purchasing card.
- If the items being purchased are sold by Kroger, make the purchase at a Kroger store.

General Purchase Details

VENDOR NAME: _____

PURCHASER NAME: _____

COMMITTEE NAME (IF APPLICABLE): _____

ITEM(S) PURCHASED: _____

^ Please provide a brief description of the item(s) purchased.

REASON FOR PURCHASE: _____

PURCHASING ACCOUNT: _____

^ If you are not sure which account will be used, leave this field blank.

Meals

If this purchase is a meal, include the following extra information:

DATE OF MEAL: _____

LOCATION: _____

ATTENDEES: _____

^ If the list of attendees will not fit in this area, attach it as a separate page.

Advisor & Finance Chair Approval

ADVISOR SIGNATURE: _____

DATE: _____

FINANCE CHAIR SIGNATURE: _____

DATE: _____