EXPENSE/PURCHASE REQUEST SUBMISSION FORM

TEXAS A&M UNIVERSITY TEXARKANA ™

Voucher #: _____
(for AP use only)

Department #: _____

L/E/R Doc #: ☐ L

☐ E

☐ R

User Reference #: _____

Vendor Name: _____

Amount: $ _____

Object Code(s): _____

Approvals (if applicable)
IT/iSITE Ticket #: _____   **Required for all hardware & software purchases*
Marketing Approval Date: _____   **Required for all branded/printed items*   Approval Email Included: ☐ Yes ☐ No

Description of Attachments Sent:

_____

_____

_____

Additional Comments:

_____

_____

_____

Shipping/Freight Information:
Please include final building destination, weight, and any special instructions for delivery.

_____

_____

Liftgate Required for Delivery?   Yes   No

If shipment is expected to be too large for a standard cart to transport from receiving, please include item weight, final building destination, and any special instructions for delivery.

FAMIS Document Created By: _____ **Date:** _____

· ***Submit LDocs & EDocs in ISITE***   ·   ***Send RDocs to Purchasing@tamut.edu***

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