

Business Affairs Office: Accounting and Purchasing Processing Form

Date Prepared by Dept.

(if prepared by student, include supervisor's name)

Vendor Name Amount

Account(s) to be Charged

Expense Type

- AIS Payment PROCARD Deposit House Account
- Transfer Purchase Order Scholarships/Stipends UT Market
- Travel Reimbursement Travel Request (RTA) Interdepartmental Transfer (IDT) VP2 (service payment)
- Reimbursement to
Name EID
- VT6—Correction Doc of Expenses Other

Notes/Comments

PROCARD ONLY

Name on Card

Purpose

—All purchases must be tax exempt. Tax is not automatically removed when making purchases with your PROCARD. Please double check at the time of purchase that tax has not been charged.
—All paperwork must be turned in to the UGS Business Affairs Office (MAI 202) within 3 days of the purchase. Do NOT staple any pages together. All receipts must be taped on all four sides to an 8 X 11½ sheet of paper, cut apart if necessary to include all of the receipt.

—Always get an itemized receipt for your purchase, whether the purchase is made online or in person. Make sure the receipt is paid with a balance of zero.
— If this is an entertainment expense, attach an Official Occasion Expense Form, available at <http://www.utexas.edu/business/accounting/hbp/forms/occasion.pdf>. Information regarding authorized purchases can be found at <http://www.utexas.edu/admin/purchasing/procard/index.html>.

I made the purchase and understand that all items purchased with University funds are the property of The University of Texas at Austin and will be used to benefit UT Austin.

Signature of Purchaser Date

Signature of Authority on Account Date

Approval by UGS Business Office Date

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|------------------|------------|
| GOODS RECEIVED | Date _____ |
| Signature _____ | |
| RECEIPT RECEIVED | Date _____ |
| Signature _____ | |
| INVOICE RECEIVED | Date _____ |
| Signature _____ | |