

# Purchase Information Form

Revised 11/17/2021



**DIVISION OF RESEARCH**  
TEXAS A & M UNIVERSITY

Research Enterprise Business Services

Complete the Purchase Information Form for all purchases. Indicate the type of purchase, complete the required information for that purchase, and the purpose and benefit to Texas A&M University.

- Type of Purchase:**  Food/Catering/Business Meal  
 Membership  
 Registration  
 Subscription  
 Other

- Payment Method:**  Interdepartmental Transfer  
 Out-of-Pocket  
Reimburse: \_\_\_\_\_  
 Payment Card  
Cardholder Name: \_\_\_\_\_  
 To be paid by Business Office

**Purchase Amount:** \_\_\_\_\_

## Food/Catering/Business Meal

Date of purchase: \_\_\_\_\_

Location: \_\_\_\_\_

Attendees: \_\_\_\_\_

## Membership

Organization Name: \_\_\_\_\_

Employee Member Name: \_\_\_\_\_

Membership Period: \_\_\_\_\_ to \_\_\_\_\_

## Registration

Employee Attending: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ to \_\_\_\_\_

Conference Location: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Will this lead to a certification or a degree? \_\_\_\_\_

## Subscription

Subscription Name: \_\_\_\_\_

Subscribing Employee Name: \_\_\_\_\_

Subscription Period: \_\_\_\_\_ to \_\_\_\_\_

## Other

Received Date of Goods/Services: \_\_\_\_\_

## Purpose:

## Benefit to TAMU:

## Additional Information:

### Don't Forget:

- \* Include itemized receipt
- \* No sales tax
- \* No acronyms

### For Questions Contact:

|                 |               |                   |               |               |
|-----------------|---------------|-------------------|---------------|---------------|
| Aimee Curington | Jake Loukanis | Tiffany Velasquez | Linda Thurman | Tribbie Grimm |
| 979-458-9815    | 979-458-0330  | 979-845-7366      | 979-458-8128  | 979-458-8501  |

### Instructions:

Send completed form and required attachments to Business Services at [vpr-business@tamu.edu](mailto:vpr-business@tamu.edu)