

The University of Texas Law School Voucher

Pay to: _____ EID (if available): _____

Amount to be reimbursed/paid: _____

Send reimbursement to:

Direct Deposit

Campus-Mail _____

Mailing Address _____

Purpose of Expenditure: _____

Account Number: _____ Account Title: _____

Department Codes: Code 1: _____ Code 2: _____ Code 3: _____ Code 4: _____ Code 5: _____ Code 6: _____

RTA Number (Required for Travel Reimbursement) /PO #/CN #/REQ #: _____

Special Instructions: _____

Department/Student Organization: _____

Prepared by: _____ Phone #: _____

Date: _____

Signature of Department Head: _____

Date: _____

Clear Form

Complete the following for ProCard Purchases ONLY

Print Form

No Sales Tax Charged

Sales Tax was Charged, contested and will be credited. Document ID #: _____

Sales Tax Exemption not honored by Out-of-State vendor

For purchases over \$500, a GG3 screen print out of vendor in good tax standing with the State of Texas is required.

Attached

Other [Explain] _____

Will/Did someone other than the person named on the card use the ProCard? Yes No

If yes, the person checking out the card must sign the cardholder's Multiple User Procurement Card Log.

ProCard holders are required to attach the Multiple User Procurement Card Log to ProCard packet.