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 / P0#: _____

Special Instructions: _____
_____

Prepared by: _____ **Phone#:** _____ **Date:** _____

Signature of Department Head: _____ **Date:** _____

Complete the following for ProCard Purchases ONLY

  No Sales Tax Charged

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

  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.

Updated 9/8/2015