

INVOICE INFORMATION SHEET

Professor: _____ Today's Date: _____

Vendor: _____

Product Purchase Date: _____ Date Invoice Received: _____

Packing Slip attached? Yes No

If No, please explain: _____

Items Purchased	Detailed Purpose and Description
1) _____	1) _____
2) _____	2) _____
3) _____	3) _____
4) _____	4) _____
5) _____	5) _____
6) _____	6) _____
7) _____	7) _____
8) _____	8) _____
9) _____	9) _____
10) _____	10) _____

Source of Funds: _____

(Ex. Dept. Research, Teaching, Grants, Start-up, Other)

All invoices for reimbursement from the Research Foundation should be sent directly to them! TAMU is a tax exempt University. If there is tax on a spot purchase it will not be reimbursed.