



Purchase Memorandum

This form is to be used as a memorandum for purchases that require a different payee than payer, lack necessary documentation, or otherwise need additional information; all information must be filled out to in compliance.

Club/Organization/Program: _____

Name of Reimbursee: _____ Name on Card: _____

Last Four Digits of Card: # _____ Store Name: _____ Reason for Memo: _____

Date of Transaction: _____ Amount: _____

Explanation: _____

Important: If the club requires one signature on the Club Agreement Form on file with Student Organization & Leadership, please provide one signature. However, if it requires two signatures, please provide two. Additionally, please add a bank statement for the card if the backup provided is missing a receipt.

Accepted and Agreed:

Authorized Signature

Date

Authorized Signature

Date