



Purchase Memorandum

This form is to be used as a memorandum for purchases that require a different payee than payer, lack required documentation [e.g. proof of attendance, receipts (including non-itemized)], 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: _____ Transaction Date: _____ Amount: \$ _____

Reason for Memo (e.g. missing or non-itemized receipt, different payee, etc.):

Explanation (for missing or non-itemized receipt, include a listing of items purchased and if tax is included):

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, if a receipt is missing, please include the card's bank statement.

Accepted and Agreed:

Authorized Signature

Date

Authorized Signature

Date