



## 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