

Texas A&M Agriculture

Purchasing Card Internal Order Transaction Log

AG-613
Revised 2-2-06

Texas Agricultural Experiment Station

Texas Cooperative Extension

Statement Closing Date: _____ (1)

Dept/Unit Name: Soil & Crop Science

Card Number: XXXX-XXXX-X _____ (2)

Dept/Unit Contact/Phone: Gladys Beasley 845-3043

Cardholder Name: _____

Dept/Unit Approval: _____

Cardholder Signature: _____

NOTE: Follow Q-doc process on Controlled Preliminary Fixed Asset items for Texas A&M Agriculture Property as described in the Purchasing Card Program Guide.

I approve the purchase of all items described in this document & that this order falls within the purpose for which the account was established. I will assist in resolving any problems associated with the delivery of payment of these goods or services.

TOTAL AMOUNT REQUESTED FROM STATE	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	TRANSACTION LOG TOTAL	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
DATE SUBMITTED TO DISBURSEMENTS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		

Order Date (3)	Cross Ref # 1	Vendor Name	Description (5)	Amount (6)	Delivery Date (7)	Moved To Account/Code (8)	Date Reallocated/ By Whom
		Vendor # (for State Funds only) (4)					
	2						
	3						

(1) Closing date: 5th of each month, unless it falls on a weekend or holiday if so the first business day after the 5th.

(2) Last 7 digits of your card number.

(3) Date order was placed, **must be on or before date on invoice.**

(4) Vendor Name: Vendor

(5) Description: Enter a brief general description of items purchased (parts for tractor, office supplies, tools, building supplies, etc.) please use space highlighted in blue only.

(6) Amount: Enter total amount of order, if multiple invoices are received check to be sure totals match.

(7) Delivery Date: If local purchase, enter date of purchase. If you receive multiple shipments enter last delivery date. **For Registrations enter last day of conference.**

(8) Enter account and support account number to use for this purchase.

Areas highlighted in yellow are for Main Office Use Only.