

Department of Sociology
Purchasing Card Transaction Information

DATE: _____
(mm/dd/yyyy)

- 1. Alcohol purchase in this transaction: **YES** **NO**
- 2. Meal purchase in this transaction: **YES** **NO**
- 3. Vendor: _____
- 4. Event: _____
(Example: Conference Name, Reception, Faculty Search)
- 5. Purpose/Benefit of Transaction: _____
- 6. Who: _____
- 7. What: _____
- 8. When: _____
- 9. Where: _____
- 10. Why: _____
- 11. Name of Attendees *(if applicable)*: _____

LAST 4 DIGITS OF CREDIT CARD #: _____

REALLOCATED TO (Account & object code):

- a) Account #: _____
(If you don't know the account #, please put the account name or specify the best you can)
- b) Object code #: _____

I, _____, understand that all goods purchased with this procurement card will be retained by the Texas A&M University Department of Sociology.

SIGNATURE: _____
(Person accepting responsibility for purchase of credit card)