

**Texas Southern University
Procurement Card Transaction Form**

Please complete the form and submit a signed copy along with your receipts to the Office of Compliance. Please note that supporting documentation **MUST** be attached. **TYPE/PRINT ALL RESPONSES LEGIBLY.**

Name: _____ **Title:** _____
Department: _____ **Phone No.:** _____
Grant Name: _____ **Fund:** _____

Statement Period: _____

Number	Vendor Name	Purchase Date	Description	Business Purpose	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total					

Signature of Responsible Party: _____