



TEXAS A&M UNIVERSITY
School of Medicine

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Request for Payment

For General Invoices: Invoice, form & supporting documents are due within 3 business days of receipt of invoice or receipt of goods whichever is later. Submit only one form for each invoice. Invoice must be dated and initialed upon receipt. **Please email packet as a single pdf file to MED-Businesssvc@tamu.edu**

Required information:

Department Number and/or Name	Date Item Received	Amount

The following is REQUIRED for each Purchase:

Business Purpose Statement

Please use the above field if you need to add additional information to the request. (ie: payment is to be split between departments or accounts)

For Business Functions ONLY - Complete the additional information below:

When?	Where?	Who? (sign-in sheet or list of attendees)

The below information is REQUIRED:

Requestor's Name	Phone # or E-Mail Address	Date Submitted

Signature REQUIRED if invoice date is over 30 days

Department Head Signature	Date Signed