

Texas A&M University-Kingsville Cardholder Refund Form

Name of Cardholder: _____

UIN: _____

Bring completed form to Procurement and Travel Services (PTS) in College Hall, Room 121 for approval before taking to Business Office.

Office Use Only
Dept Finance:
K00206020

P-Card or Travel	Dept Code	Account Number	Sub-Account Number	Object code	Vendor	Amount	Description of Expense	PTS Initials

Travel Clearing Acct 000217-1395

Total due to University \$

Do not mail cash.

Reimbursement has been made for the following reason:

Expense Report Name & Key	
Original Account & Obj Code	

Department Name: _____

Submitted by: _____

Date: _____

E-mail: _____

Phone Number: _____

Texas A&M University - Kingsville
Procurement and Travel Services
700 University Blvd., MSC 212
Kingsville, Texas 78363

Contact Information: P-Card (pcard@tamuk.edu) and Travel (travel@tamuk.edu)