



Required Documents Confirmation Form

Name: _____

Department: _____

Dollar amount of purchase: _____

CHECK BOX

YES **NO**

- Is the original receipt attached?
- Were state funds used for this purchase? (State Accounts: 10-XXXXXXXX-XX)
- Is the vendor's W-9 on file?

Date: _____ If W-9 was not on file, what date was the W-9 submitted to Purchasing?

- Is the vendor located in Texas?
- Is a Vendor Status Check required? (Yes - if over \$500.00)

Date: _____ If yes, list date of Vendor Status Check.

- Was Sales Tax Paid?
- Was Sales Tax reimbursed to WTAMU?
- Is this transaction for a membership?
- Were goods delivered to a WTAMU address?
- Was this a meal?
- Was alcohol purchased?
- Were only WTAMU employees present?

Indicate the forms attached to the receipt for this transaction: _____

CHECK ALL THAT APPLY

- Vendor Status Check
- Missing Receipts Form
- Membership Justification Form
- Catering Exemption Form
- Business Meal Form
- Procurement Exception Form (If all goods were not delivered by allocation date)