

**Texas A&M University
Hispanic Studies**

Pre-Approval Form for Expenses

All purchases must receive preapproval from the department head, unless circumstances (e.g., being overseas or out of state on a conference trip) do not permit timely submission of this form.

Please note that expenses charged to Texas A&M University cannot include sales tax, and so provide the vendor with a tax exemption form if needed. **University Tax Exemption Forms are available from our business office.**

Purpose/Benefit to TAMU: _____

For teaching materials include course prefix, number, and section.
For research materials, include title of research being conducted.

Source of funding: _____

Your signature below acknowledges that you understand that all goods purchased for the use in teaching, courses development, and research are property of Texas A&M University.

Signature of person requesting preapproval Date

Vendor: _____

Amount of Purchase: _____

Head's preapproval signature authorizing purchase Date