



Reduction to Expense Request Form

Instructions: This form must be used to submit payments for expenses originally paid by TEES accounts via voucher, payment card, or travel card. If the expense has not cleared the account before this form is being completed, type SUSPENSE in the Voucher / Ref2 # field. Please follow proper cash handling procedures for each check.

- Steps:
1. Complete form for each check
 2. Print form
 3. Sign and date form
 4. Mail form to TEES Sales and Receivable (MS3124) with the check. If funds are received by ACH, you still must complete and submit the form to teesar@tamu.edu.

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|----------------------------|------------|
| Check Number (or type ACH) | Payer Name |
| | |

To be applied to:

| Account # | Support Acct # | Expense Obj Code | Voucher / Ref2 # | Amount |
|-----------|----------------|------------------|------------------|--------|
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Total amount of check or ACH _____

Reason for Payment:

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| |

Contact Name: _____ Phone Number: _____

If you have questions please email teesar@tamu.edu