



Reduction to Expense Request Form

INSTRUCTIONS: This form must be used to submit payments for expenses originally paid by TAMU, TAMUS or TAMUG accounts via voucher, payment card, or interdepartmental transfer. If the expense has not cleared the account before the reimbursement is received, please indicate below by typing **SUSPENSE** in the Voucher #/Procard #/Ref2# field. Each check must be properly endorsed.

1. Complete form for each check.
2. Print form.
3. Sign and Date form.
4. Mail form to FMO Corrections, MS 6000.

Check Number	Payer Name

To be applied to:

Account #	Support Acct #	Expense Object Code	Voucher #/ProCard#/Ref2#	Amount

Reason for payment:

Prepared by: _____

Date: _____

Contact Phone: _____

Contact email: _____

**SUBMIT FORM TO:
FMO Corrections
MS 6000**

**NEED HELP?
FMO Sales & Receivables
Phone (979) 845-4035
ar@tamu.edu**