



TEXAS TECH UNIVERSITY

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& Natural Resources

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## Memorandum

Date: May 20, 2008

To: Nancy Ruiz

From: \_\_\_\_\_

Subject: Procurement Card

Card Holder: \_\_\_\_\_

The original receipt from:

In the amount of \$0.00 is not available. This is not a duplicate payment and no other form of reimbursement will be requested. Sales tax was not charged.

Please use account number \_\_\_\_\_ for this charge.

If you have any questions, please contact me at 742-\_\_\_\_\_.

Thanks for you help.

Department Approval: \_\_\_\_\_

Dean's Approval: \_\_\_\_\_

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