

Procard Refund of Expenditure

Texas Commission on Environmental Quality

This form is used when a credit is applied to a Procard from the credit card company for an expenditure that has already been paid by TCEQ. The information on this form will assist in applying the credit back to the funding source it was paid from. The credit receipt and credit memo need to be sent with this form to acctpay@tceq.texas.gov.

Today's Date

Form completed by

Date form completed

Reviewed by manager

Date manager reviewed

Procard statement month and year

Funding Source Details

Purchase Order Number (PO)

Agency Object Number (AOBJ)

Accounting Year (AY)

Project Cost Accounting (PCA)

Transaction Code (T-Code)

Index Number

Agency Comp Object Code

Appropriation Number

Agency Fund Number

Vendor ID

Project Number

Amount Credited

Submissions and Questions:

Contact the Accounts Payable team at acctpay@tceq.texas.gov.