



**TEXINS ASSOCIATION CLUBS**  
**Memo to Replace Missing Invoice**  
(or other required backup)  
**Form No. TA-01b**

**I HEREBY CERTIFY THAT:**

**DOLLAR AMOUNT OF PURCHASE**

**\$** \_\_\_\_\_

**DATE OF PURCHASE**

**VENDOR:**

\_\_\_\_\_

**PURPOSE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check one of the following:**

- Original receipt was lost.**  
 **No receipt from Vendor.**  
 **Vendor issued only a copy of invoice.**

\_\_\_\_\_  
**Authorized by:**

\_\_\_\_\_  
**Today's Date**

**Revised - 6/10/03**