

Texas Southern University * 3100 Cleburne Street *
Houston * Texas 77004
Office of Procurement Services

TO WHOM IT MAY CONCERN:

_____ is authorized to use the Department Travel card shown below to rent a vehicle reserved on reservation number _____. _____ will not be in possession of the Department Travel card upon their arrival. A photo copy of the card is presented below.

Should this payment method not be acceptable or you have any questions, please feel free to contact me at :

Contact # _____

Thank You

Signature: _____

Department Contact Name: _____

Department: _____

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