



THE CITADEL

THE MILITARY COLLEGE  
OF SOUTH CAROLINA

## MEMORANDUM FOR RECORD

### SUBJECT: Receipt/Invoice Documentation for Non-Electronic Vendor/Contractor Transactions

1. Purpose. This Memorandum for Record (MFR) serves as documentation of goods or services received from vendors or contractors who do not utilize The Citadel's electronic payment system. This record ensures accountability, compliance with the South Carolina Consolidated Procurement Code, and proper reconciliation of payments.

#### 2. Vendor/Contractor Information

- Business/Individual Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone/Email: \_\_\_\_\_
- Point of Contact: \_\_\_\_\_

#### 3. Transaction Details

- Date of Transaction: \_\_\_\_\_
- Invoice/Reference Number (if any): \_\_\_\_\_
- Description of Goods/Services: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Quantity: \_\_\_\_\_
- Unit Price: \$ \_\_\_\_\_
- Total Amount Due/Received: \$ \_\_\_\_\_

#### 4. Payment Method

- ☐ Check (No. \_\_\_\_\_)
- ☐ Cash: \_\_\_\_\_
- ☐ Other (Specify): \_\_\_\_\_

#### 5. Certification of Receipt

**I certify that the goods/services described above were received in satisfactory condition on the date indicated. This MFR is attached to the payment request for processing through proper channels.**

Receiving Official (Faculty/Staff):

Name: \_\_\_\_\_

Title/Department: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Vendor/Contractor Acknowledgment (if available):

Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments: Vendor-provided invoice, quote, or supporting documentation (if applicable).

Distribution:

- ❖ Original – Procurement/Finance Office
- ❖ Copy – Department/Requester