

Missing Receipt Form

This form is to be used as documentation **ONLY** if the actual itemized receipt/invoice is not attainable for a transaction made with the Purchase Card. Use of this form in lieu of an actual receipt should be a rare exception, not the rule.

The form must be filled out COMPLETELY, signed by the Cardholder and approved by the Department Administrator.

Cardholder Information

Cardholder Name: _____

Department: _____

Why is the original invoice, receipt, or other appropriate substitute missing?

Vendor Information

Vendor Name: _____ Phone Number: _____

City and State: _____

Date of Purchase: _____

Item Description	Purpose	Amount
Total		\$

Cardholder Signature

Date

Department Administrator Signature

Date

Controller's Office or Accounts Payable

Date

NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the P-Card.