



Purchasing Card Missing Receipt

CARDHOLDER NAME PRINTED: _____

DEPARTMENT: _____ **DATE:** _____

Date of Purchase: _____ Method of Purchase: In-Store Phone Internet Other

Name & Address of Merchant: _____

Detailed Description of Each Item Purchased:

Description/Quantity/Unit Price/Total Cost of Each Item:
Total Order Cost: \$

Explanation:

Reason for Missing Receipt:
Original Receipt: <input type="checkbox"/> Lost <input type="checkbox"/> Other
Additional Explanation or Notes:

SIGNATURE OF CARDHOLDER (Sign in ink) ***DATE***

Finance Department's Office Use Only:

Received By: _____ **Date:** _____