



MISSING RECEIPT FORM

Cardholder/Approving Official must fill out form below:

Date of Purchase/Service _____

Vendor Name _____

Description of Purchase _____

Quantity Purchased _____

Dollar Amount _____

Steps Taken to Obtain Duplicate Copy _____

Reason You were Unable To Obtain Receipt/Invoice _____

It is the Cardholder's responsibility to obtain a detailed receipt/invoice for every purchase card transaction. The continued practice of losing receipts can result in the loss of purchase card privileges.

Date _____

Cardholder's Signature _____
Cardholder's Name _____

Approving Official's Signature _____
Approving Official's Name _____