

PURCHASING CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on the Purchasing Card. It will be allowed only as a rare circumstance. **It must be filled out COMPLETELY and signed by a supervisor.**

*Cardholder Information

Cardholder Name: _____ Account No. _____

Work Phone: _____ Department: _____

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

*Supplier Information

Supplier Name: _____ Phone Number: _____

City and State: _____

Date of Purchase: _____

Order placed with (name of supplier's representative): _____

*Item Description	Quantity	Unit Price	Amount
* Order Total			\$

The State is exempt from sales tax in most instances. Tax exempt #11736850-010-STC

*Cardholder Signature: _____ Date: _____

*Supervisor Signature: _____ Date: _____

** = Required Information*

NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the PCard or other disciplinary action.