

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, signed by a supervisor, AND agency finance director. If the amount is over \$100, the form must be sent to the Director of the Division of Finance for approval. All completed forms must be sent to the P-card program administrator.**

*Cardholder Information

Cardholder Name: _____

Last 4 of 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			\$

*Cardholder Signature: _____

Date: _____

*Manager Signature: _____

Date: _____

*Finance Director Signature: _____

Date: _____

* Director of State Finance: _____

Date: _____

** = Required Information*

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