



## PURCHASING CARD MISSING RECEIPT FORM

This form is to be used only if the original receipt is missing. Please fill out and retain with your monthly statements. It must be **filled in completely** and **signed** by your Supervisor.

Cardholder: \_\_\_\_\_

Account #: \_\_\_\_\_  
(Last 4 digits)

Approver: \_\_\_\_\_

Transaction Reviewed    Y    N

Transaction Approved    Y    N

Date of Transaction: \_\_\_\_\_

Amount: \_\_\_\_\_

Merchant: \_\_\_\_\_

Reason for missing receipt, invoice, or legitimate proof of purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternate documentation:

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_