



Purchasing Card Missing Receipts Form

Reminder: The use of this form should be the exception and not the rule. Continuous abuse involving this practice may result in the cancellation of the card (OP 72.15, pg 5).

Reason for Missing Receipt

All attempts to obtain a receipt must be done in a **TIMELY** manner.

ATTEMPTS	DATE	CONTACT'S NAME/TITLE
1 st		
2 nd		
3 rd		

Vendor Name _____

Date of Purchase _____ Amount of Purchase _____

Description of Purchase

Business Purpose

Fund Manager Signature

If the cardholder is the fund manager, the cardholder's supervisor or department administrator must sign.

All fields above must be completed.

If purchase is related to Food and Entertainment, attach the **Food and Entertainment Substantiation Form**.