

Missing Receipt Form

Procurement Card Program

Cardholder Name:	
Card Number:	
Department/Location:	
Phone Number:	

* Cardholders should retain an up-to-date copy of this form in their P-Card File.

** An up-to-date copy of this form should be submitted in your monthly envelope each month you have made purchases that are not supported by a receipt from a vendor.

***You are NOT required to submit a copy of this form in your monthly envelope when ALL of your purchases on your monthly statement are supported with a receipt from each vendor.

#	Date of Purchase	Supplier	Detailed Description of Each Item Purchased	\$ Purchase Amount	Comments
1					
2					
Warning: Cardholder privileges may be terminated should further purchases be made without retaining some form of receipt.					
3					
4					
5					
6					
7					
8					
9					
10					

