



Missing Receipt – Purchasing Card

General Information

Transaction Date: _____	Cardholder Name: _____
Vendor Name: _____	Sales Person, if known: _____
Address: _____	Vendor Telephone: _____

Itemized List of Items Purchased

Description	Quantity	Price	Extended Price
Grand Total:			

Detailed Explanation Of Why Receipt Is Not Available

Signatures

Cardholder: _____

Budget Administrator/Supervisor: _____

NOTE: This form does not take the place of an original itemized receipt, but is required when a receipt is not available for any reason. Penalties for missing receipts will still apply for all missing receipts.