



Procurement Card Missing Receipt Form

Complete and attach this form to the Procurement Card Monthly Statement.

I, _____, have either not received or have misplaced a receipt from (vendor name) _____. The card and transaction information is listed below.

Card Name: _____ Card Last 4 Digits: _____

Transaction Amount: \$ _____

Transaction Date: _____ Post Date: _____

Please use the space provided below to describe in detail what was purchased (item description, quantity, unit cost, and total cost). Attach additional pages as needed.

I certify that the purchase described above was approved and is within the purchasing requirements of my job.

Cardholder Signature _____ Date _____

Supervisor Signature _____ Date _____