



Purchasing Card Missing Receipt Form

This form is to be used on rare occasions when vendor documentation is lost or unavailable. Frequent use of this form will be considered non-compliant with Purchasing Card Program policies and procedures.

Vendor name (required):
Vendor phone number:
Vendor city & state:
Date order placed (required):
Order placed by:

Quantity	Unit Price	Description	Total Cost
Order total (required): \$ _____			

Reason for use of this form:

Cardholder agreement (required):

I acknowledge frequent use of this form will be considered non-compliant with the Purchasing Card Policy.

Print name:	Signature:	Date:
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