



This form is to be used as documentation if a receipt, invoice, packing list or internet order screen print is unavailable for a transaction made with the PCard. A missing receipt should be a rare circumstance. The form must be filled out completely and signed by the card Approver and the employee's Administrative supervisor.

Name on Card:				Mail Code:			
Card No. (last 4):				Dept. Name:			
Phone:				Fax:			
				Email:			
Merchant:							
Trans. Date:				Post Date:			
				Trans. Ref. #:			
Item(s) Purchased:							
	Description (attach addition sheets if needed)			Units	Unit Cost	Ext. Cost	
1.							
2.							
3.							
4.							
5.							
6.							
					Sales Tax		
					Shipping		
					Add'l Cost		
					Total		

Reason why the original receipt or other appropriate substitute is missing:			

<input type="checkbox"/> Coordinator/Custodian of Dept. PCard		<input type="checkbox"/> Individual Cardholder		<input type="checkbox"/> Authorized User	
Signatures:	Print Name:	Signature:			Date:
Employee:					

Signatures:	Print Name:	Signature:	Date:
Approver:			
Administrator:			

This section for Business Office and PCard Administrator use:			
	Print Name:	Signature:	Date:
Business Manager:			
Notes:			