

PURCHASING CARD MISSING RECEIPT FORM

Purchasing Department
1013 University Circle
Ogden, UT 84408
P-Card Coordinator 801-626-7113

This form is to be used only if the original receipt is missing. Please fill out and retain with your monthly statements. It must be **filled in completely** and **signed** by your Supervisor.

Vendor: _____

Amount: _____

Description of Purchase (including purpose): _____

Date Order Placed: _____

Reason for Missing Receipt, Invoice, or Legitimate proof of purchase: _____

Supervisor Signature: _____

Date: _____

Cardholder Signature: _____

Date: _____