



### PCARD Missing Receipt Form

This form is to be used as documentation for missing PCARD receipts ONLY if the merchant cannot produce duplicate documentation. It is allowed after all other attempts have been exhausted and as a rare circumstance. The form is to be completed by the Cardholder and must be signed by the Cardholder, Budget Manager/Supervisor and the Procurement Department. Be aware that repeated use of this form as a substitute for a receipt may result in suspension or cancellation of your PCARD.

**INFORMATION:**

Printed Cardholder Name:

Date of Purchase:

Receipt Total:

Merchant Name:

**DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:**

Description of Item(s)	Quantity	Per Item Cost	Tax Paid	Total Cost

Add additional sheet if necessary.

**REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:**

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**WHAT ATTEMPTS HAVE BEEN MADE TO REQUEST A DUPLICATE RECEIPT FROM THE MERCHANT?**

(Please include names, dates, phone numbers or emails used in requesting documentation from the merchant.)

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**CARDHOLDER CERTIFICATION SIGNATURE**      I HEREBY CERTIFY THE FOLLOWING:

All items purchased on this PCARD transaction were for University use and no personal purchases were made. I will not seek reimbursement in any other manner for this transaction. I validate that every attempt was made to obtain an itemized receipt from the merchant. Original documentation is not in my possession for the reasons stated above. I acknowledge that repeated lack of documentation could result in revocation of my University PCARD.

CARDHOLDER SIGNATURE

DATE

**BUDGET MANAGER/SUPERVISOR REVIEW AND APPROVAL:**

By signing below you certify that the cardholder was compliant with the PCARD Policies and Procedures and every attempt was made to obtain an itemized receipt from the merchant.

BUDGET MANAGER/ SUPERVISOR SIGNATURE

DATE

PROCUREMENT DEPARTMENT APPROVAL

DATE