

Missing Invoice/Receipt Form

The cardholder is responsible for providing supporting documentation associated with all purchases made on the procurement card.

The purpose of this form is to take into consideration those rare instances when an invoice or receipt is lost or misplaced, or a vendor does not submit a receipt/invoice in a timely manner.

This form will assist the cardholder in documenting a specific purchase and reflect supervisory approval. EMAIL this completed form to [Purchasing - Deborah Bland](#) or include it with your transaction log. Questions regarding this form should be forwarded to the P-Card Administrator at x4740.

Cardholder: _____ Department: _____

Vendor: _____ Transaction Date: _____

Amount: \$ _____ Envelope Date: _____

Detailed Purchase Description: _____

Explanation for Missing/Lost Invoice/Receipt: _____

FOAPAL: _____

Cardholder's
Signature: _____ Date _____

Departmental
Approver's Signature: _____ Date _____

Electronic signatures are acceptable.

Please print and forward for signature approval. Submit completed form to the Purchasing Office.