

HAVERFORD

Credit Card Missing Receipt Form

This form is to be used as documentation only if the actual receipt, invoice, or on-line order confirmation is unavailable for a **single** transaction with a total > **\$50** (not to be used for lodging expenses). It should only be used on an exception basis; repeated use of this form is considered non-compliant with Haverford College's Purchasing Card Policy and can result in the credit card being cancelled or suspended.

This form must be filled out COMPLETELY and signed by the cardholder and approver.

Cardholder Name: _____ Last 4 Digits of Card: _____

Department: _____ Spend Category: _____

1) Why is the original receipt, invoice, or on-line order confirmation missing?

2) Have you attempted to obtain a duplicate receipt from the credit card company? Yes No

3) Have you attempted to obtain a duplicate receipt from the vendor? Yes No

If your response to questions 2 & 3 are both No, please attempt to obtain a receipt from either of these sources. If you did attempt and were unsuccessful, please complete the following:

Vendor Name: _____ Date of Purchase: _____

Transaction Details:

Item Description	Business Purpose	Quantity	Unit Price	Amount
Total Cost				\$

Cardholder: By signing this form I certify that the above transaction was made for Haverford College related business only:

Signature: _____ Date: _____

Approver: (*immediate supervisor or department head*) By signing this form I agree that the above transaction was made for Haverford College related business only.

Signature: _____ Date: _____