

# PCARD MISSING RECEIPT FORM

Receipts are required for ALL purchases.

This form is to be used when a receipt is not available to attach to the expense report.

**Purchaser should make every attempt to obtain a receipt before using this form.**

**Supplier Name:** \_\_\_\_\_

**Supplier Address:** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_ **Purchase Amount: \$** \_\_\_\_\_

**Items Purchased:** \_\_\_\_\_

**Business Purpose:** \_\_\_\_\_

**Reason receipt is not available:**

As the Purchaser, by signing my name below I certify the following:

1. This purchase was made for College business.
2. I am aware the College requires original receipt(s) for all purchases and by completing this form, I acknowledge I am in violation of College policy.
3. I am aware my Pcard may be suspended or cancelled for not providing original receipts.
4. No reimbursement of this expense has been or will be sought or accepted from any other source.
5. I acknowledge submitting this Missing Receipt Form does not automatically excuse me from receiving a non-compliance.

**Attach this form to the corresponding Pcard expense report on which the charge(s) were incurred.**

<b>Printed Cardholder Name</b>	
<b>Cardholder (Signature/Date)</b>	