

Purchasing Card Missing Receipt Form

*This form is required for any P-card transaction that does **NOT** have the documentation from the merchant.*
WARNING: Repeated use of this form as substitute documentation could result in revocation of your Purchasing Card.
!! Please print clearly and completely. Incomplete forms cannot be processed. !!

Documentation from the merchant is required for **EVERY** P-card transaction. This form should only be used in the event you do not have or cannot obtain any of the following forms of documentation:

- Receipt and card transaction slip from the merchant
- Packing slip from the delivery
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions or similar items

INFORMARION

Cardholder Name: _____
First, Middle, Last

Date of Transaction: _____ / _____ / _____

Vendor's Name: _____

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED

| Description | Quantity | Per Item Cost | Extended Cost |
|-------------------|----------|---------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total Cost | | | \$ |

Use additional sheet(s) if necessary

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

Attach any additional correspondence or justification about this transaction.

CARDHOLDER CERTIFICATION SIGNATURE

I hereby certify the following:

- ✓ All items purchased on this P-card transaction were for Westminster Public Schools use and no personal purchases were made.
- ✓ I will not seek reimbursement in any other manner for this transaction.
- ✓ 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 P-card.

Cardholder Signature: _____ Date of Purchase _____
/ /

Supervisor Name: _____

Supervisor Signature: _____ Today's Date _____
/ /