



Procurement Card Missing Receipt Form

Cardholder Information

Name on P-Card: _____ P-Card #: xxxx-xxxx-xx _____

Transaction Information

Vendor Name: _____

Vendor Address: _____

Vendor Representative and Phone #: _____

Transaction Date: _____ Transaction Amount: \$ _____

Food Purchased / Business Meal: ☐ No ☐ Yes (Food Purchase Information form required)

Sales Tax Paid: ☐ No ☐ Yes: Amount \$ _____

Tip included: ☐ No ☐ Yes: Amount \$ _____

Alcohol served: ☐ No ☐ Yes: Designated Funding Account: _____

Itemized Transaction Description (include each item, quantity and price)

Please attach an additional page if needed.

Certification

I certify that the above stated information is accurate and the charge was made during while conducting official business for Texas A&M University-Kingsville. ***I also certify that every attempt was made to obtain the itemized receipt prior to use of this form.***

Cardholder Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

This form will now be used as the itemized receipt for this transaction. Submit this form with your monthly p-card documentation. If you have any questions, please contact the Office of Strategic Sourcing and General Services at procurement@tamuk.edu or x3814.