



**PURCHASING DEPARTMENT**  
*Missing Receipt Form*

**Cardholder Information –**

Name:

Last 4 Digits of Purchasing Card:

Month:

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**Missing Receipts –**

DATE:	VENDOR:	AMOUNT:	DESCRIPTION:

If you are not able to obtain the receipt, please provide a description and purpose of your purchase and any attempts you have made at retrieving or finding the receipt(s).

**Missing Travel and Entertainment Purpose –**

The Internal Revenue Service requires companies to obtain documentation for all transactions relating to travel and entertainment.

Please provide us with a brief explanation of your travel/entertainment as it relates to business.

DATE:	VENDOR:	AMOUNT:	DESCRIPTION:

**Authorization –**

CARDHOLDER SIGNATURE:	
AUTHORIZATION SIGNATURE:	

As always, your help in these matters are appreciated and necessary to ensure a successful and efficient audit.

If you have any questions or concerns, please feel free to contact the Purchasing Department.

Thank you in advance for your efforts.