

## 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  
\_\_\_\_\_  
/     /