



P-CARD MISSING RECEIPT FORM

For internal use only – please retain with monthly statements

This form is to be completed as documentation only if the actual itemized receipt is not attainable for a transaction made with the USU P-Card. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. Using the form more than twice in any fiscal year may result in a discussion during the closing conference. The form must be filled out completely, signed by the Cardholder and approved by the Cardholder's Supervisor.

VENDOR NAME:	
TELEPHONE NUMBER:	
ADDRESS:	
DATE ORDER PLACED:	
PLACED BY:	
ORDER PLACED WITH: (Name of supplier's representative)	

DESCRIPTION/ ITEMS PURCHASED	COST
TOTAL	\$

Why is the original itemized receipt missing? _____

Business Purpose of Transaction: _____

Cardholder Signature _____ Date: _____

Printed Name: _____

_____ Date: _____

Signature of Supervisor _____

Printed Name: _____

Title: _____