

# Billings Public Schools

415 North 30<sup>th</sup> Street Billings MT 59101-1298  
(406) 281.5000 www.billingschools.org



## PCard Missing Receipt Form

This form is to be used in instances in which no receipt was provided by the merchant or if a receipt was lost.

Cardholder's Name: \_\_\_\_\_

PCard Account #: \_\_\_\_\_

Transaction Record:

PCard Statement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Merchant Name: \_\_\_\_\_

Item(s) Purchased:

Amount:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

Reason Receipt is Not Available: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date Signed

Attach Original to Statement for Reconciliation  
Send a Copy to PCard Program Administrator