



Purchasing Card Missing Receipt Record

(Retain with the Bi-weekly Statement)

This record is to be used as documentation **only** if the actual receipt, invoice, internet confirmation screen print, or other authorized document is unavailable for a transaction made on a Purchasing Card. Use of this record must be only as a last resort and only if all available effort to obtain proper documentation has failed. It must be filled out completely and signed by the Cardholder and Site Coordinator.

Vendor Name (Required):			
Vendor Phone Number:			
Vendor's City:		State:	
Date Order Placed:			
Placed by:			

Quantity	Unit Price	Description	Total Cost

The Madison Metropolitan School District is exempt from payment of: Wisconsin sales or use tax ~ Tax Exempt number is ES42341 / Personal property tax ~ s.7011 (2), Wisconsin Statutes / Federal excise tax ~ Exemption number is 39-73-1021-K

Why is the original receipt, invoice or other appropriate record missing?			
Cardholder Signature:			
Printed Name:		Date:	
Site Coordinator Signature:			
Printed Name:		Date:	