



P-card Missing Receipt Form

The lack of adequate supporting documentation for any purchase is considered a Cardholder violation. The Cardholder shall attempt to obtain a duplicate receipt from the vendor. In the event that a duplicate receipt is not available the Cardholder should complete a Missing Receipt Form. The Missing Receipt Form is meant to be used on an exception basis and not as a regular means of documentation. A P-card may be suspended for repeated use of the Missing Receipt Form.

Cardholder name:

Date of purchase:

Vendor name:

Total cost of the purchase:

Description (including quantity) of each item purchased:

Cardholder signature:

P-card Administrator signature:

Date: