Purchasing Card Documentation Form or Missing Receipt Form

This form may be used for phone orders or when a receipt has been misplaced.

Complete Sections 1-6 for a phone order
Complete Sections 1-7 for a missing receipt

[1] Vendor:	[2] Date of Purchase:	[3] Purchase Amount:

[4] How Ordered: [Check One]

Phone ☐ **Mail** ☐ **Internet** ☐ **Fax** ☐ **In Person** ☐

[5] Description of Purchase: [List items purchased]:
Attach second page if additional space is required.

_____

_____

_____

_____

[6] Justification: [Purpose]

_____

_____

_____

[7]
As cardholder, I _____ certify that the above purchase was made for
Cardholder's Name [Please Print]
official University business and this form is being submitted in lieu of the receipt.

_____ _____
Signature **Date**

NOTE: Repeated use of this form in place of a missing receipt may result in temporary suspension of your Purchasing Card.