



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

Rev: 11/18/24

[1] Vendor:	[2] Date of Purchase:	[3] Purchase Amount:		
[4] How Ordered: [Check One]				
Phone: <input type="checkbox"/>	Mail: <input type="checkbox"/>	Internet: <input type="checkbox"/>	Fax: <input type="checkbox"/>	In Person: <input type="checkbox"/>
[5] Description of Purchase: [List items purchased]			Attach a second page if additional space is required.	
<hr/> <hr/> <hr/> <hr/>				
[6] Justification: [Purpose]				
<hr/> <hr/> <hr/>				
[7]				
As cardholder, I _____ certify that the above purchase was				
Cardholder's Name [Please Print]				
made for 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.