



## Purchasing Card Documentation Form or Missing Receipt Form

This form may be used for phone orders or when a receipt cannot be produced.

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 <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 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.