

## 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	Mail	Intern	et 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.