

# Missing-Substitute Receipt Form for unallowable/personal purchases



Procurement and  
Payment Services

*This form is to be used as documentation for a missing receipt ONLY after attempts to obtain a duplicate receipt from the Supplier have failed. I have made an earnest effort to find the receipt but it is not retrievable. I affirm that this expense is not fraudulent in any way.*

*This form should only be needed in rare circumstances and repeated use of this form as a substitute for a receipt may result in suspension and/or cancellation of P-Card. Where applicable to expense reimbursement, the Procurement & Payment Services Department may elect to request repayment of the funds back to the university.*

*Please attach any relevant correspondence with the Supplier.*

Cardholder/  
Employee Name: \_\_\_\_\_

Last 4 digits of card \_\_\_\_\_

Email Address: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Supplier Location/  
Address: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Expense Report Number: \_\_\_\_\_

Explain why a  
receipt is not  
available

Describe steps  
taken to obtain a  
duplicate receipt

Describe the items purchased:	Description of Item(s)	Quantity	Cost
<b>Total Transaction Amount</b>			

Employee/Cardholder

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form the Employee/Cardholder certifies that:

The Employee/Cardholder understands that the University requires original itemized receipts for ALL P-Card purchases

**Approval Authority: President, Vice President, AVP, Dean, Director, or Department Head**

Approval Authority's  
Signature \_\_\_\_\_

Date: \_\_\_\_\_

Approval  
Authority's Title \_\_\_\_\_