MISSING CREDIT CARD RECEIPT FORM

Cardholder/Approving Official must fill out form below:
(print out form for signature)

Statement Date: _____

Date of Purchase/Service: _____

Vendor Name (**one per form**): _____

Dollar Amount: $ _____ -

Steps taken to obtain duplicate copy: _____

Reason you were unable to obtain receipt/invoice: _____

Date: _____

Print Cardholder Name: _____

Cardholder Signature: _____

Print Approving Official Name: _____

Approving Official Signature (required) : _____

List each item separately, list tax as a line item.

Item Description	Quan	Unit Price	Total	Item Description	Quan	Unit Price	Total
				Tax			
				Total			0.00

This form should be used occasionally. It is the Cardholder's responsibility to obtain a self-expanatory receipt/invoice from the vendor at the time of purchase.