

## P-CARD MISSING RECEIPT FORM

For internal use only – please retain with monthly statements

This form is to be completed as documentation <u>only</u> if the actual itemized receipt is not attainable for a transaction made with the USU P-Card. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. Using the form more than twice in any fiscal year may result in a discussion during the closing conference. The form must be filled out completely, signed by the Cardholder and approved by the Cardholder's Supervisor or Card Manager.

VENDOR NAME:		
TELEPHONE NUMBER:		
ADDRESS:		
DATE ORDER PLACED:		
PLACED BY:		
ORDER PLACED WITH:		
(Name of supplier's representative)		
(		
DESCRIPTION/ ITEMS PURCHASED		COST
	TOTAL	\$
Why is the opinional itemsimal receipt writing?		
Why is the original itemized receipt missing?		<del></del>
Business Purpose of Transaction:		
Cardholder Signature	Date:	
- Salaholder Signature		
Printed Name:	_	
	Data	
Signature of Supervisor or Card Manager	Date:	
- Signature of Supervisor of Sura manager		
Printed Name:	_	
Title:		
	-	