P-CARD
MISSING RECEIPT FORM

For internal use only – please retain with monthly statements

This form is to be completed as documentation only 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 violation points. 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 original itemized receipt missing? _____
_____

Business Purpose of Transaction:
_____

Cardholder Signature _____ Date: _____

Printed Name: _____

_____ Date: _____
Signature of Supervisor or Card Manager

Printed Name: _____

Title: _____