PURCHASING 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 invoice/receipt is not attainable for a transaction made with the USU Purchasing Card. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. The form must be filled out completely, signed by the cardholder and approved by the Department Head or authorized Account Manager.

SUPPLIER 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? _____
_____

Purpose of Transaction: _____

Cardholder Signature _____ Date: _____

Printed Name: _____

Signature of Authorized Approver _____ Date: _____

Printed Name: _____

Title: _____