



**P-Card Missing Receipt  
Form**

This form is to be used as documentation for missing P-Card receipts **ONLY** if the merchant cannot produce duplicate documentation. It is allowed after all other attempts have been exhausted and as a rare circumstance. The form is to be completed by the Cardholder and must be signed by the Cardholder, Budget Manager/Supervisor and the Business Operations Department. Be aware that repeated use of this form as a substitute for a receipt may result in suspension or cancellation of your P-Card.

Printed Cardholder Name:

Date of Purchase:

Receipt Total:

Merchant Name:

**DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED:**

Description of Item(s)	Quantity	Per Item Cost	Tax Paid	Total Cost

Add additional sheet if necessary.

**REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:**

**WHAT ATTEMPTS HAVE BEEN MADE TO REQUEST A DUPLICATE RECEIPT FROM THE MERCHANT?**

(Please include names, dates, phone numbers or emails used in requesting documentation from the merchant.)

**CARDHOLDER CERTIFICATION SIGNATURE** I HEREBY CERTIFY THE FOLLOWING:

All items purchased on this P-Card transaction were for University use and no personal purchases were made. I will not seek reimbursement in any other manner for this transaction. I validate that every attempt was made to obtain an itemized receipt from the merchant. Original documentation is not in my possession for the reasons stated above. I acknowledge that repeated lack of documentation could result in revocation of my University P-Card.

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CARDHOLDER SIGNATURE

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DATE

**BUDGET MANAGER/SUPERVISOR REVIEW AND APPROVAL:**

By signing below you certify that the cardholder was compliant with the P-Card Policies and Procedures and every attempt was made to obtain an itemized receipt from the merchant.

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BUDGET MANAGER/ SUPERVISOR SIGNATURE

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DATE

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BUSINESS OPERATIONS APPROVAL

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DATE