

Wilkes University

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.

CARHOLDER SIGNATURE

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.

BUDGET MANAGER/ SUPERVISOR SIGNATURE

DATE

BUSINESS OPERATIONS APPROVAL

DATE