P-Card Missing Receipt Form

If original receipt is missing for any reason, the individual should contact the vendor to request a replacement, if feasible. If the vendor will not provide a replacement receipt verifying the purchase, this form MUST be filled out by the individual and signed by the appropriate Department Head.

Name: ____________________________________________________________
Department: _______________________________________________________
Vendor Name: ______________________________________________________
Amount: $______________________________
Date of expense: ______________
Description of Purchase/Business Justification: _________________________
_________________________________________________________________
Reason for Missing Receipt: __________________________________________
_________________________________________________________________
Employee Signature: _________________________________________________
Date Form Completed: ______________
Department Head Name: ______________________________________________
Department Head Signature: __________________________________________
Date approved: ______________

This form must be completed and downloaded to GRAM for each transaction for which you do not have a receipt. Multiple missing receipts may result in loss of P-card privileges.

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Procurement