



**PURCHASING CARD**  
**MISSING RECEIPT FORM**

Use this form to report a missing receipt. Complete the form and attach it to your monthly statement.

Cardholder name  
(print):

Vendor Name:

Transaction Date:

Transaction Amount:

Nature of transaction:

Account coding:

Reason receipt is  
missing

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder Supervisor's Signature

\_\_\_\_\_  
Date

Copy to:     Employee  
                  Finance  
                  Human Resources/Personnel File