

## MISSING RECEIPT FORM

**Cardholder Name:**

**Vendor:**

**Vendor Location:**

**Date of Purchase:**

**List Item(s) Purchased**

**Quantity**

**Price of Each Item**

**Extended Price**

**TOTAL:**

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**Cardholder's Signature and Date:**

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**Approval Signature and Date (must be signed by a Dean or Vice-President)**

This form is to be used only when all attempts to get a secondary receipt from the vendor have failed. It should be kept with your other purchasing card documents.