

Missouri State University
Procurement Card Program
Missing Receipt Form

This form must be completed by the Cardholder and signed by the budget authority for each procurement card transaction (purchase or credit) that does not have purchase documentation from the vendor/merchant.

Cardholder Name: _____

Card Number: _____

Department Name: _____

Budget Authority for Card Used: _____

Vendor/Merchant Name: _____

Transaction Date: _____ **Transaction Amount:** _____

Detailed description of items purchased, to include quantity, unit price and total price for each item purchased and total transaction amount (attach additional sheet if necessary):

Reason original documentation is not available (attach additional sheet if necessary):

Cardholder has made the following attempt(s) to obtain receipts or documentation:

Cardholder Certification and Signatures:

Cardholder hereby certifies the following:

- All items purchased on this procurement card transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University in any other manner for the items purchased on this procurement card transaction.
- Original purchase documentation is not in the Cardholder's possession for the reasons stated above.
- The Cardholder acknowledges that repeated instances of missing or incomplete purchase transaction documentation may result in revocation of procurement card privileges.

Cardholder Signature: _____

Budget Authority Signature: _____

Note: This completed form must be filed with the billing statement containing the procurement card transaction that does not have purchase documentation from the vendor/merchant.

A separate form must be completed for each procurement card transaction that does not have purchase documentation from the vendor/merchant.