

**P-CARD MISSING RECEIPT FORM**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Location: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

List Item(s) Purchased --- Quantity Price of Each Item --- Extended Price

List Item(s) Purchased	Quantity	Price of Each Item	Extended Price

**TOTAL:** \_\_\_\_\_

Cardholder's Signature and Date: \_\_\_\_\_

Approval Signature and Date: \_\_\_\_\_  
(must be signed by Cardholder's Supervisor)

*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*