

# ***Missing Purchase Card Receipt***

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

**Account name:** \_\_\_\_\_

**Vendor as per Statement** \_\_\_\_\_

| Items (ie. Admin supplies) | G/L | TOTAL INVOICE | GST |
|----------------------------|-----|---------------|-----|
|                            |     |               |     |
|                            |     |               |     |
|                            |     |               |     |
|                            |     |               |     |
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|                            |     |               |     |
|                            |     |               |     |
|                            |     |               |     |
|                            |     |               |     |
|                            |     |               |     |
| <b>TOTALS</b>              |     | -             | -   |

**Reason for expense/explanation of lost receipt:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| <b>Approval</b>                |       |
|--------------------------------|-------|
| <b>DATE:</b>                   | _____ |
| <b>Card Holder</b>             | _____ |
| <b>Supervisor</b>              | _____ |
| <b>Chief Financial Officer</b> | _____ |
| <b>Amount</b>                  | _____ |