

Missing Purchase Card Receipt

Cardholder Name: _____

Vendor Name: _____

Items (ie. Admin supplies)	G/L	TOTAL INVOICE	GST
	TOTALS	-	-

Reason for expense/explanation of lost receipt: _____

Approval	
Date:	_____
Card Holder Signature	_____
Budget Manager Signature	_____
CFO Signature	_____
Transaction Amount	

As per AP 517 - Purchase Card User Manual, section 4. Lack of required supporting documentation is a Cardholder violation. The cardholder will be cautioned the first time. Continued violations will result in use of the Purchasing Card being revoked and the Purchasing Card cancelled.