

# ***Missing Purchase Card Receipt***

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

**Vendor Name:** \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Approval</b>	
<b>Date:</b>	_____
<b>Card Holder Signature</b>	_____
<b>Budget Manager Signature</b>	_____
<b>CFO Signature</b>	_____
<b>Transaction Amount</b>	_____

As per AP 517 Purchase Card 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.