

Procurement Card Program Missing Receipt Form

| Merchant: | |
|--|--|
| Date of purchase: | Amount: |
| I certify that the transaction noted above to provide an original receipt because of | e is an authorized purchase. I am unable the following reason: |
| ☐ Receipt was lost | |
| ☐ Receipt was misplaced | |
| ☐ Receipt was never received | |
| | |
| | |
| | |
| Cardholder signature | Date |
| | |
| Approving Official signature | Date |