

## PCard Missing Receipt Form

Instructions: This form is to be used when a PCard receipt is lost or missing and the cardholder has made every reasonable attempt to obtain a duplicate copy from the vendor.  
**All sections on this form need to be completed.**

**SECTION 1** **CARDHOLDER INFORMATION**

Cardholder's Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**SECTION 2** **ACTION STEPS**

Provide details of steps taken to obtain an original or duplicate receipt:

\_\_\_\_\_  
 \_\_\_\_\_

**SECTION 3** **VENDOR INFORMATION**

Date of Transaction: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/ State/Zip \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Account Number (if applicable): \_\_\_\_\_

**SECTION 4** **PURCHASE INFORMATION**

Item Purchased	Quantity	Amount	Total Purchased
		\$	\$
		\$	\$
		\$	\$
Tax Charged (if applicable)		\$	\$
Total Cost		\$	\$
Total Amount Charged to the PCard		\$	\$

*\*Attach additional pages to this form as necessary.*

Control Agent/Approver Name: \_\_\_\_\_ Supervisor/Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_