



PURCHASING DEPARTMENT
Missing Receipt Form

Cardholder Information –

Name:

Last 4 Digits of Purchasing Card:

Month:

Missing Receipts –

DATE:	VENDOR:	AMOUNT:	DESCRIPTION:

If you are not able to obtain the receipt, please provide a description and purpose of your purchase and any attempts you have made at retrieving or finding the receipt(s).

Missing Travel and Entertainment Purpose –

The Internal Revenue Service requires companies to obtain documentation for all transactions relating to travel and entertainment.

Please provide us with a brief explanation of your travel/ entertainment as it relates to business.

DATE:	VENDOR:	AMOUNT:	DESCRIPTION:

Authorization –

CARDHOLDER SIGNATURE:	
AUTHORIZATION SIGNATURE:	

As always, your help in these matters are appreciated and necessary to ensure a successful and efficient audit.

If you have any questions or concerns, please feel free to contact the Purchasing Department.

Thank you in advance for your efforts.