

**COLLEGE OF SOUTHERN IDAHO
PURCHASING CARD MISSING RECEIPT FORM**

This form is to be used as documentation only if the actual itemized receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on the purchasing card. It will be allowed only as a rare circumstance. It must be **filled out COMPLETELY and signed by a Supervisor**. This form will also be reviewed and approved by the Vice President of Administration or the Dean of Finance and a course of action for the cardholder will be noted and recommended.

_____ **Cardholder Name (Print)**

_____ **Department**

***Why is the original itemized receipt, packing list, invoice, or other appropriate documentation missing?**

**Please provide the necessary details of the transaction including:
description of what was purchased, price per item, quantities of items purchased,
the total amount charged, the date, and the name of the company/vendor.**

_____ **Cardholder Signature**

_____ **Date**

_____ **Supervisor Signature**

_____ **Date**

(For Business Office Use Only)

RECOMMENDED COURSE OF ACTION

_____ **Vice President of Admin/ Dean of Finance Approval**

_____ **Date**

