

MISSING RECEIPT FORM

Cardholder/Approving Official must fill out form below:

Date of Purchase/
Service _____

Vendor Name _____

Description of
Purchase _____

Quantity Purchased _____

Dollar Amount _____

Steps taken to obtain
Duplicate copy _____

Reason you were unable
To obtain receipt/invoice _____

Repeated lost receipts will result in loss of CAL-Card priviliages.

Date _____

Cardholder Signature _____

Approving Official Signature _____