



SNOW COLLEGE

PURCHASING CARD MISSING RECEIPT FORM

For internal use only - must retain with monthly statements

This form is to be completed as documentation only if the actual itemized invoice/receipt is not attainable for a transaction made with the College's Purchasing Card. Use of this form in lieu of an actual receipt should be a rare exception, not the rule (can not be used more than twice in one fiscal year). The form must be filled out completely, signed by the cardholder and approved by the Department head / authorized

Supplier Name	
Telephone Number	
Address	
Date Order was Placed	
Placed by	
Person order was placed with	

Description of item(s) purchased	Cost
Total	\$0.00

Why is original itemized receipt missing?

Purpose of transaction: _____

Cardholder Signature: _____ Date _____

Printed Name: _____

Signature of Authorized Approver: _____ Date _____

Printed Name: _____

Title: _____