Reminder: The use of this form should be the exception and not the rule. Continuous abuse involving this practice may result in the cancellation of the card (OP 72.15, pg 5).

Reason for Missing Receipt

All attempts to obtain a receipt must be done in a **TIMELY** manner.

<table>
<thead>
<tr>
<th>Date of 1st Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of 2nd Attempt</td>
</tr>
<tr>
<td>Date of 3rd Attempt</td>
</tr>
</tbody>
</table>

Vendor Name ________________________________________________________________

Date of Purchase ___________ Amount of Purchase ________________________________

Description of Purchase

Business Purpose _____________________________________________________________

Account Manager Signature

If cardholder is account manager, the cardholder’s supervisor or department administrator (if applicable) must sign.

Instructions – top information must be completed. If purchase is related to Food and Entertainment, attach the on-line electronic form completed at [www.fiscal.ttuhsc.edu/directpay/](http://www.fiscal.ttuhsc.edu/directpay/).