

## **PCARD MISSING RECEIPTS FORM**

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 PCard (OP 72.15, pg 5).

Reason for Missing Receipt				
All attempts to obtain a receipt must be done in a <u>TIMELY</u> manner.				
	ATTEMPTO	DATE	OONTACTIC NAME (TITLE	_
	ATTEMPTS 1 <sup>st</sup>	DATE	CONTACT'S NAME/TITLE	
	2 <sup>nd</sup>			
	3 <sup>rd</sup>			
	3			
Ven	dor Name			
Data	of Dunahaaa		Amount of Durahasa	
Date	e of Purchase		Amount of Purchase	
Description of Purchase				
Business Purpose				
Fund	d Manager Signature			
ı unc	i manager Signature	:		
If the	andbalder is the fund mane	ror the cardbolder's super	visor or department administrator must sign	

If the cardholder is the fund manager, the cardholder's supervisor or department administrator must sigr

## All fields above must be completed.

If purchase is related to Food and Entertainment, attach the **Food and Entertainment Substantiation Form**.

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