



BOSTON UNIVERSITY PURCHASING CARD

REPLACEMENT FOR LOST/MISSING RECEIPT

Cardholders are required to obtain transaction receipts for all purchases. This form should only be used when the original receipts are not available. Keep the completed form with other receipts from the same period.

**Cardholder's
Name** _____

Original Receipt is not available for one of the following reasons:

- Order placed by phone and vendor unable to fax receipt
- Original receipt lost by cardholder
- Other - (explain)

Transaction Details

Vendor	Date of Purchase	Amount	\$
_____	_____	_____	_____

Please also record the necessary information on your Purchasing Card Log and in SAM.

Cardholder's Signature

Date