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