## **Procurement Services Missing Receipt Form**

PC-204 (page 1 of 1)

For internal use only; scan and upload to your transaction in the P-Card Center

This form will only be allowed as a rare circumstance.

This form is to be used as documentation only if the actual receipt or invoice is unavailable and you have made a good faith effort to obtain a duplicate receipt from the vendor. It must be filled out COMPLETELY and signed by the Cardholder and their Supervisor.

\*Cardholders may be required to reimburse their department if the circumstances are questionable.

CARDHOLDER'S NAME (PRINT	ED)		
CARDHOLDER'S SIGNATURE:			
Why is the original receipt or i	nvoice missing?		
(Explain in detail.)			
Explain what effort was made	to get a duplicate receipt (or web print-o	out):	
·		•	
VENDOR NAME			
VENDOR ADDRESS			
DATE ORDER PLACED			
Item Description	Business Purpose		Cost
		Order Total \$	
SUPERVISOR'S NAME (PRINTE	D):		

Rev: 05272025