**Purchasing Card - Lost Receipt Form**

**Documentation of Lost or Unavailable Transaction Information**

The I.R.S. requires a receipt for all purchases of $75.00 or more. Additionally, the College requires all purchases and credits be accompanied by a receipt.

This form is required for any P-Card transaction that is not supported by documentation from the merchant. Submit with your statement and available receipts.

**Instructions:**

* If original documentation from the merchant is missing, contact the merchant to request replacement documentation.
* Complete this form if you are unable to obtain transaction documentation from the merchant.
* Fill out all fields through Cardholder Signature.
* Submit the completed and signed form to your Dept. Chair, or Director for approval.
* Dept. Chair or Director sign and submit to Purchasing Dept.

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| **Vendor Name, Description, Acct #** | **Posting Date** | **Amount** | **Reason for Purchase** |
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Cardholder Name Date

Signature

Approving Chair Name Date

Signature