



Purpose: If a procurement card receipt is lost, a duplicate copy of the receipt shall be requested from the vendor. If the vendor cannot provide a duplicate copy, complete this form as verification of the purchase.

CARDHOLDER AND VENDOR INFORMATION

Date: _____ Date of Purchase: _____

Cardholder's Name: _____ Department: _____

Vendor's Name: _____

Vendor's Address: _____

Reason(s) itemized receipt was not obtained:

DESCRIPTION OF PURCHASE

Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
Quantity	Detailed Description of Purchase	Unit Price	Extended Price
		Sub Total	_____
		Tax	_____
		Shipping	_____
		TOTAL	_____

AUTHORIZATION

Please accept this memo as evidence of purchase in lieu of the original itemized receipt. I am aware that excessive instances of lost receipts may result in my procurement credit card privileges being suspended or revoked.

Cardholder: _____
SIGNATURE PRINT NAME DATE

Approving Official: _____
SIGNATURE PRINT NAME DATE