

\*\*\*\*\*8 YdUfha YbhcZ< YUH '9Xi WUjcb/ '6 Y Uj ]cf

\*\*\*\*\***MISSING PURCHASING CARD RECEIPT FORM**

This form is to be used only if the actual receipt, invoice, packing list, or internet order form is not available. It will be allowed only as a rare circumstance. It must be filled out completely.

Pcard Holder's Name \_\_\_\_\_

Pcard Holder's Signature \_\_\_\_\_

**By signing above I certify that:**

**1) The below purchase was made for official University business only.**

**2) The item(s) was received.**

Date of Transaction \_\_\_\_\_

Vendor Name \_\_\_\_\_

Description of Purchase \_\_\_\_\_

Transaction Amount (USD) \_\_\_\_\_

Foreign Currency Amount  
(amount on receipt) \_\_\_\_\_

For Travel Related Purchases

Traveler's Name \_\_\_\_\_

TA or ER # \_\_\_\_\_

Explain why the receipt is not available: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account to Charge \_\_\_\_\_

\_\_\_\_\_

If this is a grant, please provide  
the benefit to the grant: \_\_\_\_\_

\_\_\_\_\_

Budget Authority Signature: \_\_\_\_\_

\_\_\_\_\_

**Finance Office Use Only**

Account Code \_\_\_\_\_

Date Verified \_\_\_\_\_

Date Approved \_\_\_\_\_

Voucher # \_\_\_\_\_

P-card Transaction #: \_\_\_\_\_