

MISSING RECEIPT FORM SAMPLE

CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any LaCarte Purchasing Card transaction that does NOT have documentation from the merchant. This should be provided to Reviewer as part of your monthly reconciliation paperwork.

Cardholder Name/Telephone Number: _____

Department Name: _____

Merchant Name: _____

Transaction Date (mm/dd/yyyy): _____

Transaction Amount (Total Cost) \$ _____

Description/Quantity/Cost Per Item/Total Cost per Line
(Add an additional sheet if necessary)

\$ \$

\$ \$

\$ \$

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

CARDHOLDER CERTIFICATION SIGNATURE

I attest the information provided is true and an accurate description of the details of the purchase. I confirm that every attempt to obtain a duplicate receipt by contacting the vendor has been made, but have been unable to do so and also hereby certify the following:

- All items purchased on this P-Card transaction were for (agency name) use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the (agency name) in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their LaCarte Purchasing Card.

Cardholder Name: _____

Date: _____

Signature: _____

SUPERVISOR/REVIEWER:

I have accepted the cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved.

Supervisor/Reviewer Print & Sign: _____

Date: _____