** Business Services**

**PROCARD MISSING RECEIPT DECLARATION**

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Procard Missing Receipt Declaration should be completed. It should be signed by the employee and the employee’s supervisor, then retained by the departments’ Procard Account/Business Manager with all other receipts and documentation.

**I am missing a receipt for:**

Description of Transaction

**I incurred this expense at:** on: for: $

Vendor Date Expense Amt

**The receipt was (check applicable):**

Lost Never Received Other

**Business Purpose of Transaction:**

I understand that a Procard Missing Receipt Declaration should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Declaration may revoke the privilege of providing a declaration in lieu of a receipt. Anything over two in a twelve month period would be considered excessive.

Employee Signature Supervisor Signature

Employee Name Printed Supervisor Name Printed

Date Date