



PROCARD MISSING RECEIPT DECLARATION

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt Declaration should be completed. It should be signed by the employee and the employee's supervisor. Missing Receipt Declaration should be retained by the departments Procard Account 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 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