

Declaration of Lost or Missing P-Card Receipt

Keep this form with the P-Card transaction scan if the original receipt was lost or mis-placed with no copy available, or if an itemized receipt was not available.

Manager/Director _____	Date: _____
Liaison _____	Date: _____
Other _____	Date: _____
TXN _____	
TRANSACTION NUMBER - FUND# - DEPT#	
ACCOUNT # _____	Amount _____
ACCOUNT # _____	Amount _____
ACCOUNT # _____	Amount _____
Check if one of these apply:	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Sole Source
<input type="checkbox"/> Coop/State Contract #	<input type="checkbox"/> Computer

I declare that (check applicable box below), the original receipt was not attached because:

- ☐ Receipt was lost; all measures to obtain a duplicate receipt have been exhausted;
- ☐ Receipt was unavailable; or
- ☐ Other: (please explain).

These charges are the amount actually paid and will not be paid from any other source.

Purchased from:

Received On:

Item No:	Quantity	Description	Unit Price	Extension
SUB-TOTAL:				
Sales Tax:				
Shipping & Handling:				
TOTAL:				

Cardholder Signature: _____

Date: _____

Print Name: _____

REV: 10-15-2018