



## Purchasing Card Missing Receipt Form

Use this form as documentation for a missing P-Card receipt, and the merchant cannot produce a duplicate document. Order forms are not a valid form of receipt. This form may only be used in rare circumstances. Repeated use of this form as a substitute for a receipt will result in suspension or cancellation of your P-Card and possible employment disciplinary action.

### Cardholder Information:

Cardholder Name: \_\_\_\_\_ Last 4 Digits of Account Number: \_\_\_\_\_

### Reason for Missing Receipt:

*Original Receipt Lost*

*No Receipt Was Provided By Merchant*

*Other*

Please Explain: \_\_\_\_\_

### Vendor Information:

Vendor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and ZIP Code: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Order Placed With (Name of merchant's representative if applicable): \_\_\_\_\_

Item Description	Quantity	Unit Price	Amount Charged
*Include all shipping charges, taxes, etc.		<b>Total Amount Charged</b>	

I attest that the above purchase was made for the benefit of the City of Centennial while conducting official City business. I certify that I have attempted to obtain an original receipt from the vendor.

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_