

# Missing Receipt Form

For ProCard or Expense Reimbursement Documentation

ProCard - or - Expense Reimbursement

Transaction ID (ProCard):

Transaction Date:

Posted Date:

Merchant Name:

Amount:

Transaction Note (justification/business purpose):

Explanation of why documentation is currently unavailable:

Provide details regarding the efforts to obtain a copy of the original receipt from the merchant:

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Cardholder/Employee Name

Cardholder/Employee Signature

Date

Approvers Name

Approvers Signature

Date

**Submit this form to the appropriate department in lieu of missing ProCard or Expense Reimbursement documentation.**

**Procurement Card Administration**

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