



Puyallup School District
MISSING RECEIPT FORM

This form is to be used as documentation for a missing receipt related to procurement card transactions or employee expense reimbursements, and may be used ONLY if the merchant cannot produce a duplicate receipt.

This form must be signed by the employee and their supervisor. Complete the form and attach it to your monthly **Procurement Card Reconciliation Form OR Expense Claim Form/Travel Claim Form.**

Employee/Cardholder Name: _____

Vendor: _____

Transaction Date: _____

Transaction Amount: _____

Description of Purchased Items:

I am unable to provide an original receipt for the following reason:

Receipt was lost/misplaced

Receipt was never received

Other (explain) _____

I certify that the transaction noted above is an authorized purchase. I understand that original receipts are required for all transactions and will make every effort to obtain receipts on future purchases.

For Procurement Cardholders Only : I further understand that repeated use of this form as a substitute for a receipt will result in suspension and/or cancellation of my procurement card privileges.

Employee/Cardholder Signature

Date

Supervisor Signature

Date