



Purchasing Card Missing Receipt Form

Note: Every effort should be made to obtain an original receipt from the vendor.
Keep this form with your other Purchasing Card documentation in lieu of original receipt.

This form is to be completed as documentation only if the actual itemized receipt is not attainable for a transaction made with the P-Card. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. *Using the form more than twice in any fiscal year may be grounds for discontinuing a Cardholder's use of the P-Card or other disciplinary action.* **The form must be filled out completely, signed by the Cardholder and by the Cardholder's Supervisor or Card Manager.**

Purchaser and Vendor Information:

Purchaser's Name:			
Purchaser's Department:			
Purchase Date:			
Vendor Name:			
Method of Purchase: <input type="checkbox"/> In-Store <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> Other:			
Amount of Purchase:			

Detailed Description of Each Item Purchased:

Description	Quantity	Unit Price	Total Cost
Total			

The City is exempt from sales tax in most instances

Explanation:

Reason for Missing Receipts:		
<input type="checkbox"/> Original Receipt Lost <input type="checkbox"/> No Receipt was Given <input type="checkbox"/> Other:		
Additional Explanation or Notes:		

Signatures:

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

Cardholder/Purchaser's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____