



UNIVERSITY OF DENVER

Purchasing Card Program

Missing Receipt Form

Cardholder Name: _____

Transaction Information:

Transaction Date:	Vendor:	Item(s) Purchased & Business Reason:	Amount:

Please explain why the original receipt is not available.

What actions are being taken to secure a replacement receipt from the vendor?

I understand that I am obligated to make a good faith effort to obtain this missing receipt as indicated in the Purchasing Card User Guide.

Cardholder Signature

Date

When the receipt is obtained, submit it as a second packet. The packet should include a copy of the corresponding log and the receipt. Indicate on the log the transaction for which the receipt was not originally submitted.