

Missing Purchase Card Receipt

Cardholder Name: _____

Account name: _____

Vendor as per Statement _____

Items (ie. Admin supplies)	G/L	TOTAL INVOICE	GST
TOTALS		-	-

Reason for expense/explanation of lost receipt: _____

Approval	
DATE:	_____
Card Holder	_____
Supervisor	_____
Chief Financial Officer	_____
Amount	_____