



Procurement Card

Travel Operations

Accounts Payable

If applicable, provide the document or reference #

Original Receipt :

Expense for airfare, lodging, rental car and registration (request copy of receipt and attach to this form)

Other Expenses (attach copy if available)

Purchase Amount :

\$ _____

Date of Purchase :

Purchased From (Vendor) :

Detailed Description of Items Purchased and Travel Documentation Number :

Signature :

For the purchase stated above, I certify I have taken all measures to obtain a duplicate receipt, the original itemized receipt is not available and I am not claiming reimbursement from any other source nor claiming this purchase as a tax deduction.

Print Name of Cardholder / Traveler / Payee

Signature

Date

Approval :

Print Name of Approver

Approver's Signature

Date