



Procurement Card

Travel Operations

Accounts Payable

If applicable, provide the document or reference #

\_\_\_\_\_

Original Receipt was :

Lost (please attach a copy if available)

Never Received

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