

Baylor University Purchasing Card Program Missing Receipt Form

Retain with the monthly documentation

This form is to be used as documentation only if the actual receipt or other appropriate substitute is unavailable for a purchase made on the Purchasing Card. It will be allowed only as a rare circumstance.

RECEIPT INFORMATION

Description of Purchase: Attach a separate sheet to list additional items purchased.

ITEM:

COST:

ORDER TOTAL: \$ _____

PURCHASE INFORMATION

Method of Purchase: Telephone Fax Internet Counter

Merchant Name: _____

Person Contacted for Receipt: _____

Title of Person Contacted: _____

Date of Contact: _____

Date of Purchase: _____

Purpose: _____

AUTHORIZATION

Why is the original receipt or other appropriate substitute missing?

I, the undersigned, do certify that the above purchase was made for university business.

Cardholder Name: _____ Date _____

Printed Name: _____