



**Purchasing Card
Missing Receipt Form**

**This form is to be used when a receipt is not available to attach to the monthly
Purchasing Card statement.**

Purchaser should make every attempt to obtain a receipt before using this form.

Supplier Name: _____

Supplier Address: _____

Date of Transaction: _____ **Transaction Amount:** \$ _____

Method of Purchase: (Telephone, Fax, Internet, Store Front) _____

Items Purchased: _____

Business Purpose: _____

Reason receipt is not available:

Explain the action steps taken to obtain a duplicate receipt:

As the Purchaser, by signing my name below, I certify the following:

1. This purchase was made for official University business.
2. I am aware the University requires original receipts for this purchase, and by completing this form, I acknowledge that I am in violation of the University Purchasing Card policy. Continued violations may result in the loss of Purchasing Card privileges and/or other actions as appropriate.
3. No reimbursement of this expense has been or will be sought or accepted from any other source.
4. All terms and conditions of the Robert Morris University Purchasing Card Usage Agreement are applicable. [VISA Purchasing Card Usage Agreement](#)

Cardholder Printed Name

Cardholder Signature

Date

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