



**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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