

MISSING RECEIPT FORM

If the Cardholder loses a receipt, the Cardholder must include in their statement submittal, this completed Missing Receipt Form, including their Approver's signature. The transaction log must clearly show that a missing receipt form was submitted in lieu of a receipt for the purchase. ***Cardholders should make every effort to ensure that transactions are supported by proper documentation. A transaction submitted without a receipt will result in a warning for the first occurrence, a 30 day suspension of Cal-Card privileges for the second occurrence, and a revocation of the Cal-Card privilege for the remainder of the fiscal year for the third occurrence.***

Approvers should thoroughly review missing receipt forms to ensure that the forms are complete with sufficient detail and that the missing receipt form is notated on the transaction log, before approving the form.

Employee Name: _____ Employee ID: _____

Department/Site: _____ Date of Purchase: _____

Merchant Name: _____

Itemize items that appeared on missing receipt in space provided below:

I certify that all funds were used for approved District business and I am unable to locate or provide the receipt in the amount(s) of \$ _____

Reason you were unable to obtain receipt:

Cardholder Signature

Date

Approver Signature

Date