

MISSING RECEIPT FORM

CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any LaCarte Purchasing Card transaction that does **NOT** have documentation from the merchant. This must be provided to the Purchasing Card Administrator as part of your monthly reconciliation paperwork.

CARDHOLDER NAME	TELEPHONE #	DEPARTMENT NAME

MERCHANT'S NAME	TRANSACTION DATE (mm/dd/yyyy)	TRANSACTION AMOUNT (Total Cost) \$

Description (Add additional sheet if necessary)	Qty	Cost Per Item	Total Cost Per Line

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

CARDHOLDER CERTIFICATION

I attest the information provided is true and an accurate description of the details of the purchase. I confirm that every attempt to obtain a duplicate receipt by contacting the vendor has been made, but have been unable to do so and also hereby certify the following:

- All items purchased on the P-Card transaction were for Southeastern Louisiana University use. No personal purchases were made.
- The cardholder will not seek reimbursement from Southeastern Louisiana University in any other manner for this transaction.
- Original documentation is not in the Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their LaCarte Purchasing Card.

CARDHOLDER NAME	DATE	SIGNATURE

NEXT-LEVEL SUPERVISOR

I have accepted the cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved.

NEXT-LEVEL SUPERVISOR PRINTED NAME	DATE	SUPERVISOR SIGNATURE