PURCHASING CARD MISSING RECEIPT FORM
WEBER STATE UNIVERSITY

Purchasing Department
1013 University Circle
Ogden, UT 84408
P-Card Coordinator 801-626-7113

This form is to be used only if the original receipt is missing. Please fill out and retain with your monthly statements. It must be filled in completely and signed by your Supervisor.

Vendor: __________________________________________
Amount: __________________________________________
Description of Purchase (including purpose): ________________

Date Order Placed: ________________________________

Reason for Missing Receipt, Invoice, or Legitimate proof of purchase: ________________________________

Supervisor Signature: ________________________________
Date: ________________________________

Cardholder Signature: ________________________________
Date: ________________________________