

Missing Receipt Documentation
Payment and Travel Cards

Cardholder Information

Cardholder Name: _____

Card Number: XXXX-XXXX-_____

Transaction Information

Vendor Name: _____

Transaction Date: _____

Transaction Amount: \$ _____

Tax Amount: \$ _____

Item(s) Purchased (please itemize):

Item(s) Purchased for (include IRS 5W's for business meals):

Reason for Missing Receipt:

Certification

I _____ (cardholder name) certify that the above purchase was authorized by me for Agency business, and I verify that there was no unallowable tax charged on this purchase. Additionally, if a business meal was purchased, I have documented the IRS 5W's and itemized the alcohol purchased separately, and have indicated an unrestricted account for the alcohol charge.

Name (Please Print)

Signature

Date

Department Approval

Date