Cabrini University

Purchasing Card Missing Receipt Form

This form is to be completed as documentation only if the actual itemized receipt is missing and only if the merchant cannot produce a duplicate. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. This form is to be uploaded with the monthly electronic reconciliation process.

_____ **MISSING** _____ **CREDIT** _____ **FRAUD**

- **Cardholder to submit one (1) form for EACH TRANSACTION LINE**
- **Fill out completely, check off the type of category (missing, credit, fraud)**
- **Sign and submit with monthly reconciliation**

Cardholder Name: _____ Last 4 Digits of Card: __ __ __ __

Method of Purchase: In-Store: _____ Phone: _____ Internet: _____ Other: _____

Merchant Name: _____ Date of Purchase: _____

Address: _____ Total $: _____

Detail Description of Each Item Charged

1. _____ Qty: _____ Amount $: _____
2. _____ Qty: _____ Amount $: _____
3. _____ Qty: _____ Amount $: _____
4. _____ Qty: _____ Amount $: _____
5. _____ Qty: _____ Amount $: _____

Why is the Original Receipt Missing: _____

Describe the Reason for the Credit: _____

I certify that the purchases and amounts shown above were expended for Cabrini University business purposes.

_____ _____

Cardholder Signature **Date**