

PROCUREMENT CARD MISSING RECEIPT MEMO

If all measures to obtain a required missing receipt have been exhausted, this Missing Receipt Memo should be completed by the person (Claimant) who incurred the expense.

To: UFS PCARD Team:

Please accept this memorandum as certification of the missing receipt. I certify that this expense was incurred on behalf of the University business.

Date of Purchase: _____ Amount of Purchase: \$ _____

Vendor: _____ City: _____ State: _____

Item (s) Purchased: _____

Business Purpose: _____

Explanation for missing receipt and action(s) taken to retrieve duplicate receipt:

I understand that a Missing Receipt Memo may not be completed on a routine basis and that overuse may revoke the privilege of providing a Memo in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source. I understand that a pattern of missing receipts may result in revocation or suspension as a user of the departmental procurement card.

<u>Claimant</u> (Authorize User for PCard)	<u>Departmental Approval</u> (Budget Authority for PCard)
_____ Signature Date _____ Print Name & Title	_____ Signature Date _____ Print Name & Title

This memo should be attached to the monthly bank statement and procurement card log.