

Missing Receipt Form

Procurement Card Program

(Complete one *Missing Receipt Form* Per Transaction)

Cardholder Name: _____ PCard Number (last four digits): _____

Cardholder Red ID: _____

Merchant Name: _____ Transaction Total: \$ _____

Date of Purchase: _____

Attach a Copy of the Transaction Summary From Access Online

In Access Online, go to Transaction Management, Transaction list. Select the transaction with the lost or missing receipt. Go to the summary tab and print page, do not use the "Print Transaction" key. Attach summary page to Missing Receipt Form.

Please provide details about the missing or non-itemized receipt. Be specific regarding item(s) or services purchased, how it relates to and benefits your project/department.

By signing below, I certify that the above goods/services were purchased via SDSURF PCard in my name and that the goods/services were for official SDSU/SDSURF business. I understand that excessive lost receipts may result in revocation of my PCard.

Cardholder Signature: _____ Date: _____

By signing below, I certify that I have approved the above purchase and that the purchase was for official SDSU/SDSURF business.

Approving Manager Signature: _____ Date: _____

Return completed form to:
Procurement Card Administrator
Business Services Mail Code 1941
Phone: 619-594-5622