



Procurement Services
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
PHONE: (859) 572-5265
FAX (859) 572-6995

Procurement Card Missing Receipt Form

Cardholder Name: _____

Date: _____

Cardholders are required to obtain original itemized receipt for all transactions. If a receipt is lost and a duplicate cannot be obtained from the vendor, a "Missing Receipt Form" must be completed for each lost receipt. This form must be completed and signed by the cardholder and their immediate supervisor, and kept with your Pro-Card records.

Please note: the use of this form more than once in a three month period will be considered an incident as defined by the process for the suspension of Pro-Card privileges (http://procurement.nku.edu/card_docs/suspension.pdf).

Amount

Merchant Name

\$ _____

Items purchased: _____

Business Purpose: _____

Explanation for missing receipts: _____

SIGNATURES:

Cardholder Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____