

# **MISSING RECEIPT FORM SAMPLE**

## **CERTIFICATION OF UNAVAILABLE DOCUMENTATION**

This form should be completed for any Travel/CBA Card transaction that does NOT have documentation from the merchant. This should be provided to Reviewer as part of your monthly reconciliation paperwork.

Cardholder Name/Telephone Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Transaction Date (mm/dd/yyyy): \_\_\_\_\_

Transaction Amount (Total Cost) \$ \_\_\_\_\_

Description/Quantity/Cost Per Item/Total Cost per Line

(Add an additional sheet if necessary)

\$ \$

\$ \$

\$ \$

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

---

---

---

CARDHOLDER CERTIFICATION SIGNATURE

I attest the information provided is true and an accurate description of the details of the purchase. I confirm that every attempt to obtain a duplicate receipt by contacting the vendor has been made, but have been unable to do so and also hereby certify the following:

- All items purchased on this Travel Card transaction were for (agency name) use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the (agency name) in any other manner for this transaction.
- Original documentation is not in Cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation could result in revocation of their Travel Purchasing Card.

Cardholder Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SUPERVISOR/REVIEWER:

I have accepted the cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved.

Supervisor/Reviewer Print & Sign: \_\_\_\_\_

Date: \_\_\_\_\_