

MISSING RECEIPT FORM

CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any LaCarte Purchasing Card transaction that does NOT have documentation from the merchant. This should be provided to Reviewer as part of your monthly reconciliation paperwork. **Use ONE (1) form per lost document.**

Cardholder Name:
Department Name:

Telephone Number:

Merchant Name:
Transaction Date (mm/dd/yyyy):
Transaction Amount (Total Cost) \$

Merchant Document Details

Item Description	Item Quantity	Unit Cost	Item Total Cost

(Add additional sheets 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 P-Card transaction were for University of Louisiana Lafayette use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University of Louisiana Lafayette 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 LaCarte Purchasing Card.

Cardholder Name (Print): _____ Date: _____
Signature: _____

SUPERVISOR/REVIEWER:

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

Supervisor/Reviewer Name (Print) _____
Signature: _____ Date: _____