



## PCARD PROGRAM

# MISSING RECEIPT FORM

This form is to be used only if the actual receipt, invoice, packing list or internet order form is not available for a specific transaction purchased with San Diego Unified School District's Procurement Card. Use of this form in lieu of an actual receipt should be a rare exception. This form must be filled out completely and signed by the cardholder, approving official and branch level approver.

## SECTION 1: CARDHOLDER INFORMATION

NAME		CARDHOLDER TITLE	
EMPLOYEE ID		SCHOOL/DEPT	
EMAIL		WORK PHONE	

## SECTION 2: DETAILS AND EXPLANATION REGARDING LOST RECEIPT

*Provide a detailed description (dates and times) of steps taken to obtain an original receipt, replacement receipt.*

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### SECTION 3: MERCHANT INFORMATION

MERCHANT NAME			
MERCHANT CITY/STATE		MERCHANT PHON	
DATE OF PURCHASE			

Item(s) Purchased	Purpose/Description	Amount
1		\$
2		
3		
4		
5		
6		
TAX CHARGED		
TOTAL AMOUNT OF PURCHASE		\$

## SECTION 4: CARDHOLDER SIGNATURE

By signing below, I certify that the items described above were purchased using my San Diego Unified School District's Procurement Card and that the items are for official District business. I understand that excessive lost receipts may result in revocation of my PCard.

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## SECTION 5: APPROVING OFFICIAL SIGNATURE

PRINT NAME  SIGNATURE  DATE

## **MISSING RECEIPT FORM - INSTRUCTIONS**

1. If the original receipt is missing for whatever reason, the cardholder must contact the vendor and request a replacement receipt.
2. If the vendor will not provide an original or replacement receipt, or an affidavit verifying the purchase, the cardholder must complete and sign the Missing Receipt Form explaining why the receipt is not available and the steps taken to attempt to obtain a replacement. Missing Receipt Forms in lieu of receipts should be rare and should be used only after every reasonable attempt to obtain an original or replacement receipt has been made.
3. When a Missing Receipt Form must be used in lieu of a receipt, in addition to the justification as described in #2 above, the Form should verify that the purchase was authorized and was for a business purpose. Pertinent information such as the name of the cardholder, cardholder number, date of purchase, vendor name and address, purpose of the purchase, description of the items purchased, cost of each item, amount of tax paid, and the total price should also be included in a Missing Receipt Form.
4. Once signed by the Approving Official, the Missing Receipt Form should be retained along with any available supporting documentation for the purchase in question (i.e. packing slip). The Missing Receipt Form, along with supporting documents should be attached to the monthly statement and forwarded to Accounts Payable for long term retention.
5. This form is to be scanned and attached into the PCard online application (PaymentNet).