

UNIVERSITY OF HARTFORD

P-Card Missing Receipt Form

If original receipt is missing for any reason, the individual should contact the vendor to request a replacement, if feasible. If the vendor will not provide a replacement receipt verifying the purchase, this form **MUST** be filled out by the individual and signed by the appropriate Department Head.

Name: _____

Department: _____

Vendor Name: _____

Amount: \$_____

Date of expense: _____

Description of Purchase/Business Justification: _____

Reason for Missing Receipt: _____

Employee Signature: _____

Date Form Completed: _____

Department Head Name: _____

Department Head Signature: _____

Date approved: _____

This form must be completed and downloaded to GRAM for each transaction for which you do not have a receipt. Multiple missing receipts may result in loss of P-card privileges.