

Old Dominion University Small Purchase Charge Card Lost Receipt Certification

Cardholder Name: _____

(Print)

Last Six Digits of SPCC Account Number: _____

Department: _____

Budget Code: _____

Vendor Name		
Date of Charge		
Item Description	Amount	Notes
1.		
2.		
3.		
4.		
	<i>Receipt Total</i>	\$

Reason you are unable to provide receipt document: _____

I certify by my signature below that the above goods/services were purchased with the SPCC in my name and the goods/services were for official University business. I also certify that I have included this purchase on my log for the month in which the charge occurred.

Cardholder Signature/Date: _____

Supervisor's Approving Signature/Date: _____