



Department of Procurement Services
Purchasing Card (PCard)
Lost Receipt Certification
Form #: 12-011

Cardholder Information

Cardholder Name: _____
Department: _____ Budget Code(s): _____
Last Four Digits of PCard Account Number: _____

Purchase Information

Vendor Name: _____ Date of charge: _____

Item Description	Amount (\$)	Notes
1.		
2.		
3.		
4.		
Receipt Total		\$

Reason you are unable to provide receipt document:

I certify by my signature below that the above goods/services were purchased with the PCard for which I am responsible and the goods/services were for official and necessary University business.

Cardholder's Signature

Date

PCard Approver Signature

Date