MISSING RECEIPT/INVOICE/CREDIT MEMO

(To be used with P-Card Transactions only after every attempt was made to obtain an actual receipt.)

Why is the receipt/invoice missing? Explain:

_____
_____
_____
_____
_____

Itemized list of goods purchased or details of the purchase. Provide a detailed description and cost for each item (attached separate page if necessary).

Date of Purchase: _____
Date Received: _____

Qty:	**Description of Goods Purchased:**	**Total Cost:**
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
	TOTAL	_____

What attempts have you made to obtain a receipt from the merchant? Use details and include names, dates, phone numbers, emails, etc. (Be as detailed as possible)

_____
_____
_____
_____
_____

_____ _____
Signature of Purchaser and/or Bookkeeper Date

_____ _____
Signature of Administrator Date