Missing Receipt Form

For P-Card Documentation, Expense Reports and/or Cash Advance

(Fill out 1 form for each receipt that is missing)

Cardholder Name:__________________________________________

Banner ID:__________________________________________

Date of Charge:_______________________________________

Payee Name:__________________________________________

Amount of Charge:________________________________________

Reason for Charge:_______________________________________

If charge was on another person’s behalf, name of individual(s):
________________________________________________________

If charge was for a business meal, describe purpose of meeting:
________________________________________________________

I verify this is a charge related to University business

Cardholder Signature ___________________________________

This form is to be used when settlement for P card, expense report and/or a cash advance are sent to the Comptroller's Office and there is a receipt missing.