

DEPARTMENT OF ADMINISTRATION
STATE FINANCIAL SERVICES
DIVISION
STATE PROCUREMENT BUREAU

<http://sfsd.mt.gov/>



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PROCUREMENT CARD MISSING RECEIPT FORM

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt form should be completed, signed by the employee and the employee's supervisor, and attached to the card statement. This form should be retained by department accounting with all other procard receipts and documentation.

I am missing a receipt for: _____

Description of Transaction

Vendor: _____ Transaction Date: _____ Amount: \$ _____

Receipt was (Check One)

Lost Never Received Other _____

Business Purpose of Transaction:

I understand that a Missing Receipt form should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt form may revoke the privilege of providing a form in lieu of a receipt.

Employee Signature

Supervisor Signature

Employee Name Printed

Supervisor Name Printed

Date

Date