Salt Lake Community College

Purchasing Card Missing Receipt Form

This form is to be used as documentation only if the original receipt is unavailable and attempts have been made to acquire a duplicate receipt from the vendor. It must be filled out completely and submitted with your P-Card Expense Report.

Vendor Name:_____

Phone Number:_____

Vendor City and State:_____

Date of Purchase:_____

Why is the original itemized receipt missing?

Item Description	Price
Receipt Total:	