

Augustana College

Purchasing Card - Lost Receipt Form

Documentation of Lost or Unavailable Transaction Information

The I.R.S. requires a receipt for all purchases of \$75.00 or more. Additionally, the College requires all purchases be accompanied by a receipt.

This form is required for any P-Card transaction that is not supported by documentation from the merchant. Submit with your statement and available receipts.

Instructions:

- If original documentation from the merchant is missing, contact the merchant to request replacement documentation.
- Complete this form if you are unable to obtain transaction documentation from the merchant.
- Fill out all fields through Cardholder Signature.
- Submit the completed and signed form to your Dept. Chair, or Director for approval.
- Dept. Chair or Director sign and submit to Purchasing Dept.

Vendor Name, Description	Posting Date	Amount	Reason for Purchase

Cardholder Name _____ Date _____

Signature _____

Approving Chair Name _____ Date _____

Signature _____