## **Procurement Card Lost Receipt/Detail Form**

If you were not provided with an itemized receipt, or you have lost your receipt and the vendor is unable to provide you with a copy, please complete this form.

ardholder Name:	
endor Name	
eate of Purchase Total	al Purchase Amount:
Detailed List of Items Please be <b>specific</b> ; include more information description is one that list specific items; such Please estimate the cost of each item. Approxamount.	h as, pens, binders, notepads, and pencils.
(Attach another sheet of paper	; if more space is needed to list items)
ne purpose of this purchase was:	
y signing this I confirm I have used the purchasing	card according to the procedures and guidelines set in ed any personal items or alcoholic beverages. The abo
mployee Signature:	Date:
upervisor Signature:	Date: