

UC HASTINGS COLLEGE OF THE LAW
P-CARD MISSING RECEIPT FORM
(One Form Per Receipt)

This form is to be used as a documentation for a missing P-Card receipt ONLY if the merchant cannot produce a duplicate document. It is allowed only in rare circumstances. This form must be completed and signed by the cardholder and his/her Department Head. Repeated use of this form as a substitute for a receipt will result in suspension and/or cancellation of the P-Card.

Cardholder Name:	Transaction Date:
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Merchant Name:	Transaction Amount:
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Why is receipt missing?	
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What attempts have been made to request a duplicate receipt? (Include names, dates, phone numbers, emails)	
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Itemize the Purchase	Description of Item(s)	Cost	Tax	Total Charged
		Total Purchased		

Cardholder Signature: By signing this form, I validate that the above listed item(s) were purchased and that every attempt was made to obtain an itemized receipt from the merchant.

_____	_____
Cardholder Signature	Date
_____	_____
Department Head Signature	Date