

Missing Receipt Form

Cardholder / Approving Official must fill out form below

Date of Purchase / Service: _____

Vendor Name: _____

Description of Purchase: _____

Quantity Purchased: _____

Dollar Amount: _____

Steps taken to obtain duplicate copy: _____

Reason you were unable to obtain receipt / invoice: _____

Repeated lost receipts will result in loss of CAL-Card privileges:

Date: _____

Cardholder Signature: _____

Approving Official Signature: _____