



**PURCHASING CARD
LOST/NO RECEIPT DECLARATION
FORM**

LOST/NO RECEIPTS

If a duplicate cannot be obtained, the cardholder must submit the following signed memorandum with their Purchasing Card Statement to their signing authority.

Re: Original Receipt

I, _____ hereby declare that I have lost, or have never received the original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name _____

Date of Purchase _____

Amount of Purchase _____

Description of goods/services purchased:

Printed Name of Cardholder

Department

Signature of Cardholder