



**PROCUREMENT CARD AND/OR PERSONAL REIMBURSEMENT
MISSING RECEIPT MEMO**

To: Manager, BAO-Specialized Accounting Services:

As a one time exception only, please accept this memorandum as certification of the missing receipt:

MISCELLANEOUS:

Date of Purchase: _____ Amount of Purchase: \$ _____

Vendor: _____

Item (s) Purchased: _____

Explanation for missing receipt and action(s) taken to retrieve a copy of the receipt:

FOR HOSTING:

In compliance with hosting of official guest rules for meals, the amount of purchase is itemized as follows:

Date of Meal: _____ Meal Amount: \$ _____ Gratuity Amount: \$ _____ Alcoholic Beverages: \$ _____
 (Not reimbursable)

Name and Title of guest/s (required for meal purchases):

I understand that a pattern of missing original charge documents, or more than one missing receipt per bank statement, may result in revocation or suspension as a user of the departmental procurement card. For personal reimbursement(s) missing receipts may result in a reduction of reimbursement.

<u>Claimant/Card Custodian</u> <i>(Claimant for Personal Reimbursement or Card Custodian for PCard)</i>	<u>Departmental Approval</u> <i>(Budget Authority for PCard or Designated Signer for Personal Reimbursement)</i>
<p>_____ Signature Date</p> <p>_____ Print Name & Title</p>	<p>_____ Signature Date</p> <p>_____ Print Name & Title</p>

Copy of this memo should be attached to the monthly bank statement and procurement card log
or to the Personal Reimbursement Request for hosting.