



Procurement and Business Services

Missing Card Receipt/Documentation/Problem Resolution Form

This form is to be used in the event of a missing receipt for P-Card and Travel expenses. This form should also be used to document contact with vendors regarding a price discrepancy, credit refund, taxes, tip overage, etc..

Transaction Date: _____

Vendor Name: _____

Charge Amount: _____

Department: _____

Cardholder Signature: _____

Dept. Head Signature: _____
(Required for P-Card only)

Provide a detailed explanation of any problems associated with this P-Card or Travel purchases:

ATTACH THIS FORM TO THE P-CARD OR TRAVEL EXPENSE REPORT IN EMBURSE ENTERPRISE AS DOCUMENTATION & AUDIT PURPOSES