

MISSING RECEIPT FORM

It is the Cardholder's responsibility to obtain a proper receipt/invoice from the vendor. Submission of a Missing Receipt Form should be used only on rare occasions.

Cardholder or Approving Official must complete all of the following:

Date of Purchase or Service: _____

Vendor Name: _____

Description of Purchase: _____

Quantity Purchased: _____

Dollar Amount: \$ _____

Steps Taken to Obtain Duplicate Copy:

Reason Unable to Obtain Receipt/Invoice:

The State Controller's Office rarely approves payment without a receipt. Claimant must produce compelling documented evidence of efforts made to obtain proper documentation.

_____ (Date) _____

_____ (Date) _____

Cardholder: _____

Approving Official: _____