

UNIVERSITY OF LOUISIANA AT MONROE
MISSING RECEIPT CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any Purchasing Card (P-Card) transaction that does NOT have documentation from the merchant. Once completed, upload this form to the appropriate transaction in Works, and attached to the statement that is routed to your approver, and then Purchasing.

Cardholder Name: _____ Department: _____

Phone: _____ Email: _____

Merchant Name _____ Merchant City & State: _____

Transaction Date (mm/dd/yyyy) _____ Total Transaction Amount \$ _____ P-Card Last 4: _____

TRANSACTION DETAILS (Attach separate sheet if necessary)

Item #	Item Description	Cost per Item	Quantity	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				

10