

# HAVERFORD

## Credit Card Missing Receipt Form

This form is to be used as documentation only if the actual receipt, invoice, or on-line order confirmation is unavailable for a **single** transaction with a total > **\$50** (not to be used for lodging expenses). It should only be used on an exception basis; repeated use of this form is considered non-compliant with Haverford College's Purchasing Card Policy and can result in the credit card being cancelled or suspended.

**This form must be filled out COMPLETELY and signed by the cardholder and approver.**

Cardholder Name: \_\_\_\_\_ Last 4 Digits of Card: \_\_\_\_\_

Department: \_\_\_\_\_ Spend Category: \_\_\_\_\_

1) Why is the original receipt, invoice, or on-line order confirmation missing?

2) Have you attempted to obtain a duplicate receipt from the credit card company? Yes\_\_\_\_ No\_\_\_\_

3) Have you attempted to obtain a duplicate receipt from the vendor? Yes\_\_\_\_ No\_\_\_\_

If your response to questions 2 & 3 are both No, please attempt to obtain a receipt from either of these sources. If you did attempt and were unsuccessful, please complete the following:

Vendor Name: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

### Transaction Details:

Item Description	Business Purpose	Quantity	Unit Price	Amount
<b>Total Cost</b>				<b>\$</b>

**Cardholder:** By signing this form I certify that the above transaction was made for Haverford College related business only:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approver:** (*immediate supervisor or department head*) By signing this form I agree that the above transaction was made for Haverford College related business only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_