

WEBSTER UNIVERSITY PURCHASING CARD PROGRAM MISSING RECEIPT FORM

Instructions:

This form is to be completed by the cardholder when submitting an expense for approval without an original merchant receipt. This form should be included in the Purchasing Card Receipt Envelope with the receipts for all other purchases made during the cycle. Note, original merchant receipts are expected for every transaction and repeatedly submitting expenses without receipts will lead to card cancellation.

Transaction Date:	
Merchant:	
Transaction Amount:	
Business Purpose:	
Cardholder Signature:	
Approver Signature: <ul style="list-style-type: none">• \$50.00 and under – Cardholder• \$50.00 - \$500.00 – Card Approver• Over \$500.00 – AVP or above	