

**WEBSTER UNIVERSITY PURCHASING CARD PROGRAM
MISSING RECEIPT FORM**

Instructions:

This form is to be completed by the cardholder when submitting a transaction for approval by their supervisor without an original merchant receipt. This form should be included in the Purchasing Card Receipt Envelope with the receipts for purchases made during the cycle. Note, original merchant receipts are expected for EVERY transaction and repeatedly submitting transactions without receipts will lead to disciplinary action.

Transaction Date:	
Merchant:	
Transaction Amount:	
Business Purpose:	
Cardholder Signature:	
Approver Signature: (must be Associate VP or higher)	