

Date: \_\_\_\_\_  
 To: Purchasing Office, SH-125  
 Procurement Card Administrator  
 From: \_\_\_\_\_ (Cardholder)  
 Dept: \_\_\_\_\_  
 Subject: **Lost/Missing Receipt Memo for Procurement Card Purchase**

**Date of Purchase:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

Qty	Description of item purchased	Unit Price	Extended Price
TAX			
SHIPPING			
TOTAL			

**Reason receipt for above-referenced purchase was lost/destroyed:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please accept this memo as evidence of purchase in the absence of the original receipt.

\_\_\_\_\_  
*Cardholder's Signature*

\_\_\_\_\_  
*Approving Official's Signature*

\_\_\_\_\_  
*Vice President's Signature*