

Purchasing Card – Missing Receipts

This form is required to be completed, in its entirety, upon the notification from the program administrator there are transactions missing receipts for the recently ended purchasing card statement period.

You are required to complete and return this form to pcard@drake.edu, including any applicable attachments, within one week of initial late notice notification. If you are unable to meet this timing, please contact us at pcard@drake.edu to establish a reasonable time for submission.

Submission of Required Documentation

Statement Period ending _____

Please complete the following information:

Cardholder name:

Transaction date:

Vendor:

Transaction amount:

Business purpose (including those in attendance if applicable):

Reason for late receipt and/or supporting document(s) submission:

In accordance with the cardholder agreement and University Procurement Card Policy, I have attached the required receipt and/or applicable supporting documentation, not previously submitted, for the above listed statement period.

Cardholder (or Delegate) Signature:

Date:

Approver Signature:

Date:
