



PURCHASING CARD SUBSTANTIATION FORM FOR LOST OR UNOBTAINABLE RECEIPTS

To Be Completed by Cardholder

LOST/UNOBTAINABLE RECEIPT: **Detailed Description** (what was purchased): VENDOR: TRANSACTION AMOUNT: \$ **Detailed Purpose** (why it was purchased): DATE OF TRANSACTION: _____ Provide an explanation as to why the receipt or other documentation is not available, including attempts made to obtain the **Accounts to be Charged:** documentation from the vendor (a separate Fund Obj Code Amount **Budget** memo may be attached if desired): Dept Free Space: Cost Center(s): Sub-Objects(s): I verify that this transaction was for authorized University business, was not reimbursed from another source, and complies with University policy and procedure. (01-26-15)Cardholder Signature Print Cardholder Name Date

To Be Completed by Reconciler

P Number:
Reconciler's Initials:
Date:
• • • • • • • • • • • • • • • • • • • •
Transaction may not be reconciled until the following approvals are obtained:
<u>Transaction Under \$100</u> : Budget Administrator and Financial Officer or Assistant
<u>Transaction \$100 or More</u> : Budget Executive and Financial Officer (no delegates).
Any Transaction Charged to Federal or Federal Flow-Through Funds: Principal Investigator must approve the transaction.
Approved by:
Principal Investigator
Budget Admin/Budget Exec
Date
Financial Officer

Substantiation Form for Lost or Unobtainable Receipts