

I, _____, have either not received or have misplaced a receipt for a transaction that was made with the NDSU Purchasing Card totaling \$ _____. This document will be used in lieu of an invoice/receipt for this transaction.

I understand a missing receipt constitutes a violation of Purchasing Card Policy. If this is my first violation, I will receive a written or emailed warning. Additional violations will result in actions outlined in Purchasing Card Policies and Purchasing Card Manual, up to and including suspension or permanent cancellation of my Purchasing Card.

Date of Purchase: _____

Vendor: _____

Amount: _____

Items Purchased:
(include description, quantity, unit price, and business purpose for each item.)

Reason for Missing Receipt:

List the attempts that have been made to request a duplicate receipt from the vendor:
(include names, dates, telephone numbers, and/or e-mail addresses used in requesting documentation from the vendor)

I certify that the amounts shown above (or attached if necessary) were purchased and received for North Dakota State University business. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant of contract.

Cardholder Signature Date

Cardholder Printed Name

Department Head Signature Date

Department Head Printed Name

Please print.
Route this form to :
Accounting Department
Old Main 11
Phone (701) 231-7432