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MISSING RECEIPT/DETAIL FORM

This Form is to be used as documentation **only** if the actual receipt, itemized receipt, invoice, packing list or internet order screen print is unavailable for a transaction made on the One Card. *It will be allowed only as a rare circumstance.* It must be **filled out COMPLETELY and signed by a SUPERVISOR.**

*Designates Required Information

*Cardholder's Name: _____

*Explanation of Missing Receipt: _____

*Supplier Name:	
*Supplier's City and State:	
*Date Order Placed:	

*Description (Itemize Detail)	*Business Purpose	*Cost
*Order Total \$		_____

I am missing the required **itemized original** receipt. Because an **itemized original** receipt is not available, I attest that alcohol (choose one):

Was not purchased or included on this receipt.

Was purchased, totaling \$ _____.

*Supervisor's Signature: _____

*Print Supervisor's Name: _____ Date: _____