Georgia State University Purchasing Department Purchasing Card Missing Receipt

PCARD ACCOUNT	
	(last 8 digits only)

I,	, have either not received or have
misplaced a Purchasing Card receipt totaling \$	This expense was on
behalf of Georgia State University. This form is	submitted in lieu of the original
receipt.	
Reference Number from statement:	Date:
Supplier:	Amount:
Item(s) Purchased:	
I certify that the amounts shown above were experimental business purposes. If charged to a grant or project with the conditions of the grant or project. Cardholder's Signature	ct, I certify that the expenses comply
Cardiolder 3 Signature	
Department Chairman/Manager/Administrator	Date:
_	
Department Name:	
Effective Date 02.15.04	