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 expensed for Georgia State University
business purposes. If charged to a grant or project, I certify that the expenses comply
with the conditions of the grant or project.

_____________________________  Date: _______________________
Cardholder’s Signature

_____________________________  Date: _______________________
Department Chairman/Manager/Administrator

Department Name: ______________________________

Effective Date 02.15.04