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