Purchase cards missing receipt form

Before completing this form you should contact the supplier, providing them with details like the date of purchase, the transaction amount, and other relevant information. Some companies may issue a duplicate receipt or verify the transaction for you.

The Missing Receipt Form should be used when the supplier has not yet provided a receipt or a duplicate receipt cannot be obtained. By using the Form, you are stating that the related expense is in compliance with The Purchase Card and Procurement Policies and the Public Finance Manual and it qualifies as a legitimate business expense. You are also stating that you will make reasonable efforts to secure/ obtain a receipt that can replace the Form and attach it to the Purchase Card Statement. Description of purchase, quantity and unit price

1. Nature of the missing receipt:
   - ☐ Not requested during purchase
   - ☐ Not provided by supplier / unable to provide
   - ☐ Mislaid / thrown away in error
   - ☐ Ticket machine did not provide
   - ☐ Do not remember this purchase

2. Have you mislaid receipts previously?
   - ☐ Yes
   - ☐ No

3. How many times?
   - ☐ Never
   - ☐ Once
   - ☐ A few times
   - ☐ Multiple times

4. Alternative evidence provided
   - ☐ Copy receipt requested from supplier (which will be scanned in once received)
   - ☐ Proof of purchase / service (e.g. photo evidence of item)
   - ☐ Statement from other people in the department that the service was provided e.g. other attendees at events.
   - ☐ Approver aware of purchase (e.g. also attended a course)
   - ☐ Description / justification of the purchase

Note: Pressing ‘reject’ does not mean that the transaction will be cancelled / removed from the transaction log and the money will have already left the States bank account. It will still sit in Connect Finance on the approver’s approval chain and need approving once issues are resolved. Therefore, approvers should try discuss alternative evidence with their card holder and attempt to resolve