

DEPARTMENT OF CULTURE, RECREATION & TOURISM

MISSING RECEIPT FORM

CERTIFICATION OF UNAVAILABLE DOCUMENTATION

This form should be completed for any CBA/lacarte purchasing card transaction that does not have documentation from the merchant. This should be provided to the reviewer as part of your monthly reconciliation paperwork.

Cardholder Name

Telephone Number

Office/Section

Merchant Name

Transaction Date

Transaction Amount

Transaction #

DESCRIPTION: _____

QUANTITY: _____ **COST PER ITEM:** _____ **TOTAL COST:** _____

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE:

CARDHOLDER CERTIFICATION

I attest the information provided is true and an accurate description of the details of the transaction. I confirm that every attempt to obtain a duplicate receipt by contacting the merchant has been made, but have been unable to do so and also hereby certify the following:

- All items purchased were for _____ . No personal purchases were made.
- The cardholder will not seek reimbursement from the _____ in any other manner for this transaction.
- Original documentation is not in the cardholder's possession for the reasons stated above.
- Cardholder acknowledges that repeated lack of documentation would result in revocation of their LaCarte Purchasing Card.

Cardholder Signature

Date

SUPERVISOR/REVIEWER

I have accepted the cardholder's explanation of the loss and inability to obtain a duplicate receipt; therefore, I am authorizing payment of the receipt or invoice in light of the circumstances involved

Supervisor/Reviewer Signature

Date