



MIDWESTERN STATE UNIVERSITY
Purchasing and Contract Management

Missing Invoice/Receipt Form

The cardholder is responsible for providing supporting documentation associated with all purchases made on the procurement card.

The purpose of this form is to take into consideration those rare instances when an invoice or receipt is lost or misplaced, or a vendor does not submit a receipt/invoice in a timely manner.

This form will assist the cardholder in documenting a specific purchase and reflect supervisory approval. Include this completed form with the appropriate transaction log. Questions regarding this form should be forwarded to mari.jackson@msutexas.edu or x4740.

Cardholder: Department:

Vendor: Transaction Date:

Amount: \$ Envelope Date:

Detailed Purchase Description:

Explanation for Missing/Lost Invoice/Receipt:

FOAPAL:

Cardholder's Signature: Date

Manager/Approver's Signature: Date

Manager/Approver's Printed Name:

Please print and forward for signature approval. Submit completed form to the Purchasing Office.

Note: ***Excessive use of this form may result in the suspension/cancellation of procurement card privileges***