



Procurement Card Program
Certificate of Lost Receipt
INCLUDE THIS FORM WITH PCARD STATEMENT

This form must be completed by the cardholder for any P-Card transaction that does not have an itemized receipt from the vendor.

Every attempt should be made to obtain a duplicate receipt.

Acceptance of this form in lieu of the original receipt is at the discretion of the P-Card Administrator.

Cardholder Name: _____ Cost Center: _____

Vendor Name: _____ Last 4 Digits of LCS Pcard: _____

Transaction Date: _____ Transaction Amount: _____

Table with 3 columns: Description of Goods or Services, Quantity, Cost Per Item. Includes a 'Receipt Total' row at the bottom right.

Explain why original itemized receipt is not available.

List cardholder attempts to obtain receipts or documentation.

CERTIFICATION SIGNATURES

I hereby certify:

- All goods or services purchased on this Pcard transaction were for LCS use.
No personal purchases were made.
Original itemized receipt is not in my possession for the reasons stated above.
I acknowledge that repeated lack of documentation could result in revocation of my pcard.

Cardholder Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____