

**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: _____

Description of Goods or Services <i>use additional sheet if necessary</i>	Quantity	Cost Per Item
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Receipt Total _____

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: _____