

CREDIT CARD
MISSING DOCUMENTATION FORM

Auditing standards require original documentation to support all payments for products, services or reimbursements. In the event that an Authorized Purchaser or staff member loses a receipt or other original documentation, this form must be completed and signed by the superintendent, thereby authorizing payment and replacing the missing receipt. *Incomplete or inaccurate forms may result in the denial of expense.*

PRINT PURCHASER NAME (as is appears on paycheck) _____

SCHOOL _____ SUPERVISOR NAME _____

PLEASE DESCRIBE WHY DOCUMENTATION WAS NOT PROVIDED _____

VENDOR NAME _____

DATE OF PURCHASE _____ AMOUNT _____

DESCRIPTION OF GOODS OR SERVICES _____

PLEASE DESCRIBE THE PURPOSE OF THIS PURCHASE

EMPLOYEE'S SIGNATURE _____

SUPERINTENDENT'S SIGNATURE _____