METHODIST UNIVERSITY

Supplemental Procurement Card Receipt Form

This form is to be used only when an invoice, receipt, or other supporting documentation is not available.

Standard procedure is to submit the original receipt of invoice as backup for purchases.

The purchaser should make every effort to get a receipt or other documentation to support the expense.

If the missing receipt is for travel or entertainment purposes, please include all IRS required information (who, what, when, where, why).

This entire form must be completed when the originals are not available. Please be aware that sales or use tax must be charged on each transaction where the original receipt is not available to prove that the tax has been paid.

Section I - Cardholder Information

Name on the card _____ Last four digits of card number _____

Person who made the purchase _____ Department who made the purchase _____

Reason for Missing Receipt:
- ☐ Lost Receipt
- ☐ Vendor did not provide
- ☐ Other - explain _____

Section II - Transaction Information

Vendor: _____

Date of Purchase: _____

Transaction Amount: _____

Charge to:

Fund	Function	Dept	Object	SubObject	Project
(XXXX)	(XX)	(XXXX)	(XXXX)	(XXXX)	(if applicable)

Description and Purpose of Purchase:

_____

_____

_____

Section III - Approvals

Employee Name _____ Employee Signature _____ Date _____

Approver Name _____ Approver Signature _____ Date _____