

Millsaps College

Purchasing Card Missing Receipt

I, _____, have either not received or misplaced a Purchasing Card receipt totaling \$ _____. This expense was on behalf of Millsaps College. This form is submitted in lieu of the original receipt.

(One missing receipt per form)

Date of purchase	Vendor name	Amount

Description of Items Purchased	Amount
Total:	

I certify that the amounts shown above are for
Millsaps College business purposes only.

Cardholder Signature: _____ Date: _____

Dept. Administrator Signature: _____ Date: _____