

The University of Texas Health Science Center at Houston

Procurement Card Missing/Lost Receipt Form

I, _____ do not currently have a valid receipt for the purchase that I made with my Procurement Card totaling \$_____ on (date)_____. I made this purchase in accordance with the Procurement Card Guidelines for official University business.

Purchase Order #_____

Supplier:_____

List of itemized purchases/amounts:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

The reason for no receipt:_____

I am submitting this form for the record. I certify that I made the above purchases using my Procurement Card and that I have lost or misplaced my receipt.

Cardholder Signature

Date