



Replacement Receipt Form

Card Profile: Departmental Card (Commodity, Dept. Travel or Dual Use T&E (Travel & Entertainment)

This form is to be used **ONLY** if the actual receipt, invoice, packing list or internet order form is not available. It will be allowed only in extenuating circumstances. It must be filled out **COMPLETELY** and signed by the Cardholder's Supervisor. This form will not be accepted for missing Hotel Folios.

Cardholder and Transaction Information

Cardholder Name: _____ Panther ID #: _____

Vendor Name: _____ Purchase Date: _____

Vendor Location: _____ Vendor Phone : _____

Explanation of why receipt is unavailable: _____

Description of Purchase (List Items & Quantities)

Description	Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Purpose: _____

(Attach additional pages if needed)

CARDHOLDER: By signing below, I certify that the above purchase was made for official University business only.

Signature: _____ Date: _____

SUPERVISOR: By signing this form, I agree that the above purchase was for business purposes. The Cardholder was reminded that vendor receipts are required for all University Card purchases.

Name: _____ Title: _____

Signature: _____ Date: _____