

# Procurement Card Program

## Missing Receipt Statement



The PCCLD Procurement Card Purchasing Procedure requires receipts for all PCCLD Credit Card charges. If a receipt is lost, it is the responsibility of the associate to get a copy from the vendor. If a receipt cannot be obtained, the Finance Office will accept this missing receipt statement substantiating charges to your Corporate Credit Card. PCCLD's Expense Reimbursement Policy does not allow for any cash (out-of-pocket) expense reimbursement without a receipt and a missing receipt statement cannot be accepted in lieu of missing cash receipts.

Missing receipt statements cannot be accepted in lieu of itemized vendor receipts for hotels, airfare or car rentals. Multiple occurrences of missing receipts may be treated as being made under a non-accountable plan and per IRS regulations may be reported as taxable income to the employee. Expense reports from employees who consistently fail to turn in receipts may be subject to additional approvals and could result in loss of P-card privileges as well as in work performance related consequences.

Employee Name \_\_\_\_\_ Employee Phone \_\_\_\_\_

Merchant Name \_\_\_\_\_ Transaction Date \_\_\_\_\_

Transaction Amount \_\_\_\_\_

### Description of Purchase

Please include a description of the goods/services purchased as well as the business purpose for the expense.

### MISSING RECEIPT STATEMENT

By submitting this statement with your expense report, you certify that the transaction amount documented above was incurred on behalf of PCCLD as a legitimate business expense in compliance with the PCCLD Purchasing Policy and the charge complies with the company's purchasing procedures and authorization limits. This missing receipt statement is submitted as a substitute to the original missing receipt as a duplicate could not be obtained.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE ATTACH THIS COMPLETED MISSING RECEIPT STATEMENT TO YOUR EXPENSE REPORT.**