Purchasing Card
Missing Receipt

I, ____________________________, have either not received or misplaced a Travel Card receipt totaling $ ____________.

This expense was on behalf of Pacific University.

This form is submitted in lieu of the original receipt.

Reference # __________________ Date: ________________

Supplier: ______________________ Amount: ______________

Items Purchased: ____________________________

__________________________________________

I certify that the amounts shown above were expended for Pacific University business purposes.

__________________________________________  Date

Cardholder Signature

___________________________________________________________________  _____________

Department Administrator/Chairman  Date

PC-2  Rev 1/29/11