

Clayton State University
Procurement Services
2000 Clayton State Boulevard
Morrow, GA 30260-0285
Phone: 678-466-4280
<http://adminservice.clayton.edu/procurement>

Purchasing Card Missing Receipt Form

For internal use only
Retain with the monthly statement



This form is to be used as documentation **only** if the actual receipt, invoice, packing list or internet order screen print is unavailable for a transaction made on the Purchasing Card. It will be allowed only as a rare circumstance. It must be **filled out completely and signed by a Supervisor.**

Why is the original receipt, packing list, invoice or other appropriate substitute missing?

*Cardholder Signature: _____

*Supervisor Signature: _____

Print Name: _____ Date: _____

<u>*Description</u>	<u>*Business Purpose</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The University is exempt from sales tax. Tax Exempt # 581048855 *Order Total \$ _____

*Vendor Name	
*Phone No./e-mail	
*Date Order Placed	
*Order Placed by:	

***Required Information**