

P-Card Program Missing Receipt Form



Complete form and upload to Works in place of receipt.

I _____, have either not received or have lost the receipt from

(vendor name) _____ in the amount of \$ _____

Transaction Date: _____

Please use the space below to describe what was purchased & the business reason for the purchase:

I certify that the purchase described above was an approved, work-related purchase, and that it supports the mission of Richmond Public Schools. I understand that I must obtain a receipt for every P-Card purchase. Continued failure to do so may result in loss of P-Card privileges and/or disciplinary action.

Cardholder Signature: _____ **Date:** _____

Approver Signature: _____ **Date:** _____