

DMA MISSING PURCHASING CARD INVOICE/RECEIPT FORM

This form is required to document any missing PCard invoices/receipts. **Complete and submit this form with your reconciled biweekly statement.** The cardholder must make all reasonable efforts to obtain a missing invoice or receipt.

Cardholder's Name:		
Credit Card Reference Number:		
Supplier Name and Address:		
Date of Purchase:	Total Amount of Purchase: \$	
Itemized Description of Purchase:		
Quantity	Description of Goods or Services	Cost per Item

Reason original itemized receipt is not available:

Actions taken to acquire a duplicate invoice or receipt including name of contact, phone number and date contacted:

Please accept this document as certification of the missing invoice/receipt. I certify that this expense was incurred on behalf of Department of Military Affairs as true and accurate and that no hidden charges or claims are added into these costs. I will not seek reimbursement from the Department of Military Affairs in any other manner for this expense. I acknowledge that repeated lack of documentation could result in revocation of the P-Card.

Cardholder's Signature and Date	
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