

CITY OF NEWTON Purchasing Card LOST RECEIPT FORM

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| Date of Purchase: | |
| Vendor Name: | |
| Amount of Purchase: | |

Description & purpose of purchase:

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Why is the original receipt or appropriate documentation missing?

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I certify that I have contacted the vendor and was unable to obtain a copy of the purchase documentation. I also certify that this purchase was made for an official City business purpose.

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| Cardholder signature: | |
| Cardholder printed name: | |

Form must also be approved by supervisor that has authority to approve purchasing card purchases or has requisition approval authority for other purchases.

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| Supervisor approval signature: | |
| Supervisor printed name: | |

This form is to be used as documentation only if the actual receipt, invoice, internet order screen, or appropriate substitute is unavailable for a purchase made on a purchasing card. It must be filled out completely and signed by both the cardholder and a qualified supervisor.