

UNIVERSITY of WISCONSIN  
**GREEN BAY**

<b>Purchasing Card Missing Receipt Form</b>
<b>(For internal use only, retain with the bank statement)</b>
This form is to be used as documentation <b>only</b> if the actual receipt, invoice or Internet confirmation screen print is unavailable for a transaction made on the Purchasing Card. It will be allowed only as a rare circumstance. It must be <b>filled out COMPLETELY and signed by the Cardholder's Supervisor.</b>

Supplier Name (required):	
Supplier Phone Number:	
Supplier's City:	
Date order placed (required):	
Placed by:	

QUANTITY	UNIT PRICE	DESCRIPTION	TOTAL COST
Order Total (required):			

The University is exempt from sales tax in most instances (Tax Exempt #008-1020421203-13)

<b>Why is the original receipt, invoice or other appropriate substitute missing?</b>			
<b>Cardholder Signature (required):</b>			
Print Name:		Date:	
<b>Supervisor's Signature (required):</b>			
Print Name:		Date:	