

**PCARD REPLACEMENT/MISSING RECEIPT**

Merchant Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Description of Purchase: (list items purchased)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Amount: \$ \_\_\_\_\_

Receipt was (check one) \_\_\_\_\_ lost \_\_\_\_\_ not available

Provide reason for no receipt:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, THE UNDERSIGNED DO CERTIFY  
(Type or Clearly Print Name)

THAT THE ABOVE PURCHASE WAS MADE FOR OFFICIAL COLLEGE BUSINESS.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date